

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34807
Job Class Code:	570	Salary Schedule:	ASRREQRPR
EEO Category:	08	Grade:	14
Workers Comp Code:	8380		

Job Code Established:	03/26/91	Effective Date:	10/27/01
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Equipment Maintenance and Repair Series

JOB CODE TITLE: EQUIPMENT SERVICES ASSISTANT

HRIS TITLE: EQP SVCS ASST

CHARACTERISTICS OF THE CLASS: Works under general supervision of an Equipment Shop Supervisor or other administrative superior, in accordance with established procedures and practices. Decisions not covered by established policies, procedures, and/or precedents are cleared through the supervisor. Performs a variety of semi-skilled vehicle/equipment service, maintenance, and repair work. Work product consists of completed safety/preventive maintenance inspections; completed preventive maintenance services and minor repairs/adjustments; vehicle/equipment preventive maintenance records updated/ maintained. Responsible for completing safety/preventive maintenance inspections on a variety of vehicles/equipment; performing general preventive maintenance services and minor repairs/adjustments on a variety of vehicles/equipment; updating/maintaining preventive maintenance service records.

EXAMPLES OF DUTIES: Inspects a variety of vehicles/equipment, following an established safety/preventive maintenance checklist, to identify repairs/adjustments necessary for safe operation. Performs scheduled preventive maintenance services, including lube/oil change, tire repair/mounting, and minor repairs/adjustments. Assists skilled mechanics in completing major overhaul/repair projects. Updates/maintains preventive maintenance service records. Picks up/delivers parts/supplies. Picks up/returns vehicles/equipment. Cleans immediate work area and general shop area. Performs related work as required.

WORK CONDITIONS: Exposure to noise, dirt, grease, and temperature extremes; lifting/moving heavy items, some of which may weigh 50 pounds or more; possible exposure to hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: vehicle/equipment safety check practices and procedures; preventive maintenance procedures, including lube/oil change, tire mounting/repair, and basic electric, and/or hydraulic systems checking; basic recordkeeping procedures.

Skill/Ability to: performing general preventive maintenance services, including lube/oil change, tire mounting/repair, and electric, electronic, and hydraulic systems checks, on a variety of vehicles/equipment; performing safety/preventive maintenance inspections on a variety of vehicles/equipment; making minor repairs/adjustments to a variety of vehicles/equipment; basic recordkeeping; following oral and written instructions; understanding manufacturer's service specifications.

SPECIAL SELECTION FACTORS: Must possess a valid Arizona driver's license at a level appropriate to the position/assignment. A medical/physical evaluation is required prior to appointment. May be required to provide necessary personal tools. Two years of experience performing automotive service work, including performing preventive maintenance service work; OR one year as an Equipment Service Attendant. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.