

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Fitness Equipment Service Technician	BAND/LVL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9055
DIVISION:	Leisure Services	DATE:	9/11/2012
REPORTS TO:	Supervisor, Recreation	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 520

REPLACES: New Position

DATE:

JOB SUMMARY STATEMENT:

Performs repair, preventive maintenance and installation of cardio and strength fitness equipment. Responds to service requests, diagnoses source of problem, orders and installs parts, repairs and maintains equipment. Maintains and completes accurate work orders and processes paperwork.

DUTIES AND RESPONSIBILITIES:

1. Performs the repair, preventive maintenance and installation of fitness equipment.
2. Tests, inspects and diagnoses problems with equipment utilizing diagnostic tools, service aids or product schematics. Repairs, replaces parts, or recommends replacement of equipment. Orders required parts as needed.
3. Installs new equipment according to the manufacturer's requirements.
4. Maintains and completes accurate work orders and processes paperwork.
5. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. Possession of a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

One year of experience troubleshooting and repairing electronic and mechanical equipment.

SKILLS:

1. Good organizational, problem-solving and analytical skills.
2. Attention to detail.
3. Basic mathematical and accounting skills.
4. Time management skills.
5. Good oral/written communication and interpersonal skills
6. Good customer service skills.

MENTAL REQUIREMENTS:

1. Ability to read and interpret mechanical blueprints and drawings.
2. Ability to learn new skills and concepts quickly.
3. Ability to meet deadlines.

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4. Ability to analyze and recommend possible solutions.
5. Ability to exhibit sound judgement.
6. Ability to carry out assignments through oral and written instructions.
7. Ability to train and guide others.
8. Ability to work independently.
9. Ability to prioritize multiple tasks.
10. Ability to work in hectic environment with many interruptions.
11. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, crawl, bend, climb, push and pull.
2. Ability to lift 50 pounds and transport 50 feet.
3. Ability to push/pull up to 50 lbs.
4. Ability to identify and distinguish colors.
5. Ability to make and receive phone calls.
6. Ability to distinguish smells.
7. Ability to operate City vehicle.
8. Ability to operate power and/or hand tools.
9. Ability to work in confined spaces.
10. Exposure to vibrations.
11. Exposure to loud noises.
12. Hand and eye coordination adequate to input computer.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.