

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Service Technician	GRADE:	00
DEPARTMENT:	Public Works	JOB NO:	8225
DIVISION:	Street & Storm Sewer Maintenance	DATE:	2/24/02
REPORTS TO:	Supt., Public Works	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <u>XX</u>	TEMPORARY: _____	COST CENTER: 330

REPLACES: Service Technician

DATE: 4/95

JOB SUMMARY STATEMENT:

Performs lubrication service on all PW trucks and equipment. Changes oil and filters, checks fluid levels, and lubricates grease zerks.

DUTIES AND RESPONSIBILITIES:

1. Changes oil in trucks and equipment. Drains oil into collection pans, deposits used oil in waste oil drain, collects samples as required, refills equipment with new oil.
2. Changes air, oil, fuel, transmission, and hydraulic filters in trucks and equipment. unscrews filter, installs new filter, and disposes old filters in waste oil drain.
3. Lubricates truck and equipment. Uses hand and air operated grease guns, applies grease to zerk fittings, replaces defective zerk fittings, and determines why zerks may not be taking grease.
4. Keeps records of maintenance. Fills out proper paperwork, inputs information into computer, fills out oil sample paperwork, and mails oil sample.
5. Shuttles vehicles to and from vendors for repairs, oil changes, etc. as required.
6. Checks all fluid levels. Removes cups and plugs to visually or by feel, check level. Uses various types of containers to fill receptacles to proper levels.
7. Helps clean shop. Uses broom and squeegee to keep floor clean. Picks up trash, places in trash container, empties trash barrels into dumpster.
8. Cleans truck and equipment for mechanics. Takes trucks and equipment to on-site truck/car wash. Uses pressure wand to clean.
9. Inspects first aid kits, infection spill control kits, and fire extinguishers on trucks and equipment.
10. 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.
11. 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.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education (high school or GED) or additional equivalent experience. Possession of Class B CDL or ability to acquire one within 60 days of hire.

EXPERIENCE:

One year of mechanical and truck driving experience, or equivalent levels of experience

SKILLS:

1. Manual dexterity.
2. Good listening skills.
3. Good oral communication skills.
4. Mechanical skills.
5. Engine and equipment maintenance.

MENTAL REQUIREMENTS:

1. Ability to work under distracting conditions.
2. Ability to understand and carry out written or oral instructions.
3. Mechanical aptitude.
4. Alpha/numeric recognition.
5. Ability to read and comprehend safety and operating manuals.
6. Sound judgement.
7. Ability to analyze safety situation.
8. Ability to work independently.
9. Ability to stay alert for extended periods of time.

PHYSICAL REQUIREMENTS:

1. Ability to lift 50+ lbs and transport 10+ feet.
2. Work with cleaning chemicals.
3. Bend, lift, push, pull, kneel, crawl, stoop.
4. Hand, eye and body coordination adequate to operate automobiles and trucks safely and effectively.
5. Ability to distinguish colors.
6. Visual stamina and acuity to operate machinery for extended periods of time.
7. Exposure to weather or temperature extremes.
8. Ability to work in cramped working conditions.
9. Exposure to vehicle noises and fumes.
10. Ability to distinguish smells.

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.