



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> FIELD OPERATIONS EQUIPMENT MECHANIC III (LEVEL 11)	
<b>DEPARTMENT:</b> FIELD OPERATIONS	<b>SUPERVISOR:</b> FIELD OPS SUPERVISOR
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 1507	<b>REVISION DATE:</b> 2019-09-23
<b>REPRESENTED BY:</b> IUOE	<b>REVIEW DATE:</b> 2019-09-23

## **JOB SUMMARY:**

Performs a full range of tasks at a skilled level in order to maintain and repair functions on gasoline and diesel powered vehicles and equipment. Plans and completes specialized construction and maintenance of equipment in the District shop and in the field as necessary, which may include welding. Analyzes malfunctions, determine necessary supplies and completes repairs/work. May instruct and train other assigned Equipment Mechanic(s).

Work is generally performed with little or no supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Proficiently performs routine and complex maintenance repairs in the shop or in the field on vehicles and equipment such as but not limited to; cars, pickups, front end-loaders, backhoes, single and tandem axle dump trucks, generators, trailers, small engine equipment, and others.
- Proficiently performs routine repairs, maintenance, and replacements of vital vehicle/equipment components, such as tires, hoses, belts, brakes, radiators, axles, alternators, differentials, hydraulic cylinders, carburetors, water pumps, electrical components, and others.
- Skillfully operates and tests heavy machinery (cranes, lifts, front loaders, backhoes, 1-ton truck and trailer combination, tanker trucks, dump trucks, etc.)
- Performs routine and complex welding tasks using gas and/or arc welding equipment and or plasma cutters to cut, braze or weld.
- Exercises excellent judgment and makes decisions within the scope of assignment.
- Maintains and may assist in maintaining all repair and maintenance records for the section in accordance with established procedures.
- Diagnoses typical and complex malfunctions such as but not limited to; engine, fuel, ignition, electrical and hydraulic systems. Replaces parts and adjust to manufacturer specifications and/or recommends alternative for repair and additional preventative maintenance, if needed.
- Performs vehicle body repairs and refinishing, including upholstery work as required. Uses hand tools to remove, straighten or replace fenders, doors, bumpers or other body panels. Uses spray paint equipment to refinish completed repairs.

- Fabricates and installs hitches, mounts, special equipment or parts to outfit or restore new and old vehicles within the capability of available District shop equipment.
- May inspect work performed by Equipment Mechanic I and II employees and outside services for quality, workmanship, and compliance with applicable specifications and/or standards.
- May schedule vehicle and equipment preventative maintenance, as assigned.
- May train workers to meet standards and schedules and helps to resolve work conflicts.
- As authorized, coordinates vehicle and equipment repair activities with outside vendors when beyond capability of District shop equipment, facilities and available time.
- As authorized, purchases parts for emergency repairs on an as-needed basis and assists to maintain an accurate inventory of consumable items such as but not limited to; oil, oil filters, fuel filters, belts, spark plugs and other supplies.
- Ensures that all vehicle, equipment and tools meet established operating standards to ensure safe, legal operating condition.
- Notifies supervisor of any problems or safety hazards identified in the course of the work shift.
- Monitors and complies with all safety measures and procedures at all times.
- May require shift, weekend and holiday work.
- Available for after hour emergencies.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- May participate in both construction and major maintenance work to install and set up new equipment.
- Proficiently performs inspection of new vehicles and equipment to ensure conformance with order specifications as to fit, finish and overall service capacity.
- As directed, provides cost analysis information on repairs, cost of new/used equipment and information necessary to prepare bid specifications.
- As appropriate and authorized, devises and adapts tools, aids, improved work methods and procedures to complete work assignments.

#### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent.
- Minimum of seven (7) year of acceptable experience with light and heavy equipment maintenance.
- Requires welding certificate.
- ASE Certification desired.
- Must obtain within one (1) year of initial employment any required certifications or licenses applicable to the utility (i.e. First Aid Training/CPR, Certified Flagging Safety, etc.).

#### **KNOWLEDGE SKILLS AND ABILITIES:**

- Advanced knowledge of gasoline and diesel engines, automatic transmissions, differentials, trans-axles, air compressors, air tools, vehicle electrical systems, hydraulic, shop techniques.
- Working knowledge of vehicle body repairs and refinishing, including welding, cutting, and upholstery work as required.
- Advanced knowledge of the types and uses of common hand and power tools and standard devices used in light and heavy equipment maintenance and repair.
- Advanced mechanical aptitude, knowledge, and ability to troubleshoot and perform skilled task without close supervision.
- Competently reads, understands and applies shop manual information i.e., tune-up specifications, mechanical component tolerances and assembly/re-assembly sequences.
- Working knowledge of electricity with the ability to interpret electrical diagram and to

recognize difference in colors to assure safety requirements in vehicle electrical wiring repairs.

- Demonstrated ability to follow job procedures, rules, and safety requirements.
- Demonstrated ability to plan complex project work.
- Ability to track and document work performed and write reports using computer software.
- Demonstrated ability to utilize Computer Maintenance Management Systems (CMMS).
- Ability to operate a mobile radio.
- Skillfully sets up, adjusts, and operates engine analyzer and other testing equipment.
- Demonstrated ability to skillfully use a torch set and welder (Mig & Tig) for complex welding tasks.
- Ability to remove and replace engines and vehicle drivetrain components including clutches, transmissions and drive shafts.
- Demonstrated professional interpersonal skills with coworkers, vendors, general public.

### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

### **SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.
- Must maintain a Class A Commercial Driver's License (CDL) for manual and automatic transmission vehicles, together with a Tanker and Hazardous Materials endorsement.

### **WORK ENVIRONMENT:**

- Work is generally performed in a field environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an environment consisting of loud noises, chemical hazards, and potential fumes.
- Requires the ability to perform manual task involving physical strength and endurance.
- Requires visual and hearing acuity and substantial manual dexterity.
- Requires the ability to withstand exposure to variable weather conditions.
- Requires the ability to wear and use a respirator (tight fitting negative and positive pressure type).

### **MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Motorized vehicles and equipment, including pickup truck, CDL vehicles, backhoes, excavators, loaders, dump trucks, vactors/jet rodders, tanker trucks, asphalt rollers and forklifts. Other machinery, tools and equipment include generators/power units, pumps, oxy/acetylene tanks, drill presses, grinders, band saws, hydraulic/manual presses, hydraulic shears, pressure washers, compressors, jack hammers, compactors/tampers, hole hogs, hoists/booms, blowers, chop saws, asphalt/concrete saws, fall devices/harnesses, respirators,

- gas detectors, pressure gauges, multimeters, micrometers, computers, printers, fax machines.
- Protective equipment shall be comprised of all PPE's associated with chemical, confined space and atmospheric conditions common in the workplace. Level of PPE protection will be determined by District and safety guidelines.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	F		
Walking	F		
Driving	F		
Lifting: 75 lbs.	F		
Carrying: 75 lbs.	F		
Push/Pull: 75 lbs.	F		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	F		
Bending at Waist	F		
Twisting at Waist	F		
Crouching/Kneeling	F		
Crawling	F		
Reaching	F		
Repetitive Motion	O		
Handling/Grasping	F	>67% Pinch Grasp	>67% Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	F		
Hearing	C	Indoors %	Outdoors %
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.