



# Monterey Regional Waste Management District

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## ***Job Description***

Position:	Heavy Equipment Technician I/II	Department:	Shop
Position Status:	Full Time/Non-exempt	Bargaining Unit:	Operations Unit
Reports to:	Equipment Maintenance Manager	Revised:	June 2017

### **DEFINITION**

Under general supervision, to service and make minor adjustments to both gasoline and diesel powered automotive, truck, tractor and other power-driven equipment; to assist with performing a variety of inspection, diagnosis, maintenance and repair work on automotive equipment and heavy equipment; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This series specification includes three levels of the Heavy Equipment Technician classification responsible for performing equipment service work. The incumbent performs basic servicing work and assists the Heavy Equipment Technician III with the more difficult and complex mechanical diagnosis and repair work on all types of vehicles and equipment used by the District. The Heavy Equipment Technician III is the highest level in the series.

The duties of the Heavy Equipment Technician I/II are similar. The distinguishing characteristic between the two levels is the requirement that the Heavy Equipment Technician II possess a Class B Driver's License, with appropriate endorsement as required by the District.

### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform automotive servicing and maintenance work.
- Learn and apply the principles, methods, materials, equipment, procedures, and practices used in automotive, heavy, and power-driven equipment maintenance and repair.
- Learn and apply the fundamentals of electricity, both AC and DC.
- Learn and perform inspection methods and location of mechanical and electrical defects on automotive equipment, heavy equipment, and power-driven equipment.
- Diagnose minor mechanical and electrical problems and determine corrective procedures.
- Perform light gas and electrical welding.
- Learn and perform specialized repair work on diesel engines and hydraulic systems.
- Read and write at the level required for successful job performance.
- Prepare reports.

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- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule, adjust working hours to include early evenings and/or Saturdays if necessary and meet District Attendance Standards.
- Maintains records on time and materials used.
- Adhere to an assigned work schedule and meet District attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.

### **DUTIES AND RESPONSIBILITIES**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Inspects batteries for water level and inspects and fills gear boxes with lubricant.
- Changes, repairs, and inflates tires, drains and refills crankcase.
- Replaces light bulbs, fuses and replaces lubricant fittings.
- Makes minor mechanical adjustments and reports the need for major repairs.
- Cleans and washes vehicles and keeps work areas and equipment in a clean and orderly condition.
- Performs minor body and fender work including light welding.
- Assists with and learns to locate problems, and diagnose mechanical and/or electrical defects on District automobiles, trucks, heavy equipment, and other power-driven equipment.
- Learns to determine the extent of necessary repairs.
- Learns to tune-up engines, replacing ignition parts, cleaning and adjusting carburetors and fuel injection systems.
- Learns to repair and replace components, including generators, distributors, relays, lights, switches, water pumps, and air compressors.
- Learns to perform specialized maintenance and repairs on diesel equipment and hydraulic systems.
- Road tests repaired equipment.
- Assists with the maintenance and repair of other District stationary equipment.
- Inspects automotive, truck, tractor, and other power-driven equipment to determine preventive maintenance needs.
- Lubricates automotive and power equipment with the use of air pressure and hand lubrication tools.
- Operates fuel truck to keep automobiles, trucks, tractors, and other equipment supplied with gasoline, oil and water.
- Performs minor body and fender work including light welding.
- Assists with a variety of overhauls and major repair work, including adjustments on engines, transmissions, differentials, and clutches.
- Assists with preventive maintenance programs; makes field and emergency minor repairs as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, tools, equipment, and materials used in maintenance and repair of automotive, heavy, and power-driven equipment.
- Automotive servicing and maintenance work.
- Practices used in automotive, heavy, and power-driven equipment maintenance and repair.
- Basic welding.
- Diesel engines and hydraulic systems.

### **Ability to:**

- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Maintain good public relations with those contacted during work assignments.
- Establish and maintain cooperative working relationship.
- Support the goals and objectives of the Landfill and the District.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.
- Adhere to an assigned work schedule and meet District attendance standards.

### **Training, Education and Experience**

Any combination of training, education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Education and Experience:**

- Minimum of one year of work experience servicing a variety of motor vehicles preferably including both gasoline and diesel powered equipment.
- High School Diploma required.

### **Special Requirements:**

- California Driver's License Class C
- Must acquire and maintain a California Class B Driver's License within six months of employment, as a condition of employment. (for Heavy Equipment Technician II)
- Incumbents are expected to provide their own tools.

## **TYPICAL WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical**

*The physical and sensory abilities required for this position include:*

Intermittently, sit while driving, operating equipment, walk, stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, twist and reach while inspecting or repairing, digging or clearing,

use various tools and equipment and lift as necessary to perform assigned duties; perform simple and power grasping, pushing pulling and fine manipulation; distinguish colors used in marking utility facilities and lift or carry weight of up to 50 pounds without assistance and heavier objects with assistance. Walk for long distances and on sloped ground and uneven surfaces. Normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

**Mental Demands**

While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

**Work Environment**

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; moderate exposure often works around moving vehicles and equipment; constant contact with staff and the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print