



City of Phoenix

EQUIPMENT SERVICE WORKER II

JOB CODE 73070

Effective Date: Rev. 06/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform semiskilled tasks in the repair and mechanical maintenance of automotive, heavy, and other motorized equipment. Some positions are primarily responsible for inspecting, patching, vulcanizing, and testing tires and tubes for motorized equipment. Some positions are primarily responsible for preparing newly purchased vehicles and equipment for delivery to using departments through inspections and minor equipment additions or modifications. This classification is responsible for assisting skilled workers with the more complex repair jobs. Assignments are given orally and in writing. General supervision is received from an Equipment Shop Foreman and work is reviewed through the proper functioning and performance of equipment repaired.

ESSENTIAL FUNCTIONS:

- Performs semiskilled preventative maintenance by inspecting basic vehicle systems, such as fuel, brakes, hydraulic, air conditioning, cooling, electrical, emission, and chassis, and logs the required repairs.
- Diagnosis, repairs, replaces, adjusts, and lubricates vehicle systems.
- Removes, replaces, repairs, and balances tires and wheels.
- Patches, vulcanizes, and repairs tire tubes.
- Checks and maintains proper wheel balance on motor vehicles.
- Inspects, removes, repairs, and replaces wheel bearings, king-pins and brakes.
- Researches and requisitions parts.
- Shuttles/transportes vehicles, equipment, and parts.
- Maintains service and stock records of tire repairing materials.
- Responds to minor service calls and performs services required.
- Acts as helper in the performance of fleet repair.
- Inspects, greases, and lubricates all types of fleet equipment.
- Performs minor repair and replacement of parts such as fan belts, lights, filters, and batteries.
- Assists skilled mechanics in complex mechanical maintenance and repair of vehicles, heavy and other motorized equipment.
- Fuels vehicles.
- Installs and fabricates City decals, light bar kits, arrow boards, dash switches, electrical wiring, gauges, and other equipment and components.



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- Conducts accident quality control by inspecting vehicles that have returned from the body shop.
- Disassembles vehicles and equipment for surplus.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Standard tools, materials, methods, and practices of tire maintenance and repair.
- Standard tools, materials, methods, and practices of automotive and preventive maintenance.
- Basic principles of internal combustion engines.

Ability to:

- Operate tire repair equipment.
- Use tire repair and maintenance equipment.
- Operate various types of automotive equipment.
- Operate computerized work order system.
- Perform automotive maintenance.
- Read and interpret bid specifications.
- Bend or stoop repeatedly or continually over time.
- Understand and follow oral and written instructions and keep records.
- Work cooperatively with others.
- Work in cramped areas.
- Work safely without presenting a direct threat to self or others.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition



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of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

- Some positions will require the performance of other essential or marginal functions depending on work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience in automotive servicing, maintenance, and repair of vehicular equipment. Other combinations of experience and education which meet the minimum requirements may be substituted.