

Title: Operations Support Technician III - LE
PG: 011
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 803820
Date: 10/09

GENERAL DESCRIPTION OF CLASS:

This is advanced journey level work involving the maintenance, diagnosis, and repair of grounds maintenance equipment, including small gasoline and diesel engine driven equipment, hydraulic systems, electrical systems, compressors and other equipment. Work involves the responsibility for inspection, evaluation, and repair of the mechanical conditions of all types of motorized equipment and hydraulic system. This shall include final testing (when applicable) to insure accuracy of work performed. A superior quality of work is expected, with the employee using instructions from the Foreman and factory manuals as a basis for proper repair techniques. Work is performed without close supervision, but is reviewed while in progress and upon completion. Final inspection is evaluated on the basis of results achieved. Direction may be provided by the Foreman as to the method of repair after receiving the repair order.

ESSENTIAL FUNCTIONS:

The following examples do not necessarily identify duties performed by any single incumbent. The following information is intended to be descriptive of the responsibilities of the classification.

1. Completes diagnosis of failed components to find reason for failure before ordering parts or tearing down of equipment. This is to reduce the possibility of ordering unneeded parts, the risk of a shop comeback and excessive overall down time.
2. Checks with the foreman for manufacturer's warranty expiration and time. Receives authorization from Shop Foreman for major repairs and checks history for previous repairs to avoid duplicate part charges in the event of a second repair.
3. Reports required part replacement to Foreman for order. Matches failed part (when possible) with replacement, before installation, to insure the correct part was obtained.
4. Performs repairs to brake systems (hydraulic and mechanical), electronic ignition systems, diesel and gas fuel injection systems, hydraulic systems, electrical systems, engines, transmissions, and other related items. Inspects, adjusts, and replaces necessary units and related parts, including valves, pistons, piston rings, main bearing assembly, cooling, and fuel systems on motor driven equipment. Repairs and overhauls air compressors, power tools, and other specialized related equipment.
5. Performs preventive maintenance on all types of fleet equipment following manufacturers' and Fleet Maintenance checklists for the specific equipment being maintained.
6. Completes a mechanics worksheet for each description of repair, time requirement, shop parts, and fluid used. Records current meter reading and hours.
7. Installs and repairs irrigation systems including sprinkler heads, valves, both galvanized and PVC pipelines, and maintains automatic sprinkler systems.
8. Performs repairs to hydraulic systems.

ADDITIONAL RESPONSIBILITIES:

1. Properly uses and returns to storage the City owned tools and manuals. Reports missing or broken tools to the Light Equipment Mechanic Foreman.
2. Follows all occupational safety, health and environmental standards and helps maintain a safe and clean working environment.
3. Repairs, sharpens, services and maintains reel movers.
4. Performs oxyacetylene and electric welding and cutting as required.
5. Fabricates specialized equipment.
6. Diagnoses defects in mechanical equipment.
7. Adapts available tools and repair parts to specific repair problems.

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8. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the occupational hazards, safety and environmental regulations, related to the equipment repair trade.
2. Considerable knowledge of the operation principles and repair of gasoline and diesel engines and related mechanical equipment.
3. Skill in the use of tools and in the operation of machines and equipment commonly used in the mechanic's trade.
4. Ability to make inspections of equipment for serviceability, diagnose problems, and to organize repair sequences in a logical and efficient manner.
5. Ability to follow written and oral instructions. Ability to read and comprehend service and operation manuals written in the English language for various types of equipment and to apply that knowledge effectively in completing maintenance and repair tasks. Ability to interpret and work from sketches and pencil diagrams.
6. Ability and willingness to communicate effectively with co-workers and supervisors, to work cooperatively with other mechanics, and to maintain good working relationships with other City employees and the public.

WORKING ENVIRONMENT/CONDITIONS:

Requires heavy manual labor work that involves walking or standing most of the time, and exerting up to 100 pounds of force on a recurring basis.

The job risks exposure to adverse weather conditions, toxic/caustic chemicals, variable temperature, wet, humid, traffic, dusts and pollens along with traffic.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of experience as a maintenance mechanic or small equipment operation at the journey level.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Class "B" commercial driver's license with appropriate endorsements as are required by the employing department. A class "A" license may be required for some specific jobs.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.