

Title: Operations Support Technician I - LE
PG: 002
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 803520
Date: 10/09

GENERAL DESCRIPTION OF CLASS

This is semi-skilled and skilled level work involving the maintenance, diagnosis, and repair of grounds maintenance equipment, including small gasoline and diesel equipment, electrical systems, compressors, and other equipment. Work involves responsibility for supervising and participating in duties requiring physical exertion. Work is performed with some independence, with more unusual or difficult work being given greater direction and supervision by a foreman. Work is inspected by a supervisor while in progress and upon completion. Work may involve the responsibility for inspection, evaluation, and repair of the mechanical conditions of all types of motorized equipment including final testing (when applicable) to insure accuracy and effectiveness of work. Work is reviewed in progress and on final inspection based on results achieved.

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. Supervises and participates in the work of an assigned crew in grounds maintenance and light construction work at a City park or other City-owned properties.
2. Operates light trucks, tractors, skiploaders, and other motorized equipment in park construction and maintenance activities.
3. Performs minor electrical, plumbing, and mechanical work.
4. Performs carpentry work to include layout design, furniture building, ordering and hanging specialty signs.
5. Mows and edges with hand and powered equipment.
6. Checks on the mowing and trimming of grass and general maintenance of specific areas.
7. Performs the more skilled gardening and pruning work, and/or skills related to turf and ball field maintenance.
8. Mixes and applies pesticides, herbicides, and fertilizers.
9. Cleans and makes minor repairs to equipment; performs routine maintenance on grounds equipment.
10. Checks and repairs automatic and mechanical sprinkler system clocks, valves and sprinkler heads.
11. Works from oral and written instructions.
12. Weeds and maintains plant beds.
13. Involved with all phases of landscape installation and maintenance.
14. Maintains baseball fields, soccer fields, tennis courts and other miscellaneous hard courts and turf areas.
15. Completes diagnosis of failed components to find cause of failure before ordering parts or tearing down equipment to reduce the possibility of ordering unneeded parts, the risk of a shop comeback and/or excessive down time.
16. Checks with the Light Equipment Mechanic Foreman for manufacturer's warranty details and receives authorization from foreman for major repairs and checks history for previous repairs to avoid duplicate part charges.
17. Reports required part replacement to Light Equipment Mechanic Foreman for order. Matches failed part (when possible) with replacement, before installation, to insure the correct part was obtained.
18. Performs repairs to mechanical brake systems, electronic ignition systems, diesel and gas fuel injection systems, electrical systems, engines, transmissions, and other related items. Inspects, adjusts, and replaces necessary units and related parts including valves, pistons,

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- piston rings, main bearing assembly, cooling, and fuel systems on motor driven equipment. Repairs and overhauls air compressors, power tools, and other related equipment.
19. Occasionally performs preventive maintenance on all types of Motor Pool fleet equipment following manufacturers' and Motor Pool checklists.
 20. Completes a mechanic's worksheet for each repair, describing time requirement, shop parts, and fluid used. Records current meter reading and hours.

ADDITIONAL RESPONSIBILITIES:

1. Properly uses and returns to storage the City owned tools and manuals.
2. Reports missing or broken tools to the designated supervisor.
3. Follows all occupational safety, health, and environmental standards and helps maintain a safe and clean working environment.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the tools and standard practices of labor operations.
2. Knowledge of the operation principles and repair of gasoline and diesel engines and related mechanical equipment.
3. Knowledge of the occupational hazards, safety and environmental regulations, related to the equipment repair trade.
4. Skill in the use of tools and in the operation of machines and equipment commonly used in the mechanic's trade.
5. Ability to lay out and supervise the work of subordinate, unskilled or semi-skilled employees performing grounds construction and maintenance tasks.
6. Ability to keep records.
7. Ability to understand and apply safe practices in the use of hand tools and power tools.
8. Ability to detect problems related to plants.
9. Ability to make minor repairs to broken equipment.
10. Ability to use motorized equipment.
11. Ability to make inspections of equipment for serviceability, diagnose problems, and to organize repair sequences in a logical and efficient manner.
12. Ability to follow written and oral instructions.
13. 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.
14. Ability to interpret and work from sketches and pencil diagrams.
15. Ability 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 medium to heavy work that involves walking, lifting, stooping, reaching, digging, pushing, raising objects and 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, wet, dry conditions, bright/dim lights, dusts, pollen, extreme noise levels, vibration, traffic, moving machinery and extreme heat and or cold.

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

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. One (1) year of experience in general labor and or grounds maintenance work.
3. Prefer 6 months supervisory experience.
4. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain an appropriate valid state of State of Florida driver's license with appropriate endorsements as are required by the employing department or obtain one within six (6) months after appointment to the position.
2. May be required to possess a state of Florida Restricted Pesticide license.
3. May be required to pass and maintain qualification for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Qualitative and Quantitative Fit Test(s)
4. Must maintain a valid home telephone number.