GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MARCH 20, 2014
REVISED: DECEMBER 4, 2014
CLOSING DATE: UNTIL FILLED

DEPARTMENT: **Public Works Auto/Equipment Maintenance**

POSITION: **Lube Specialist**

LOCATION: **Globe**

JOB CODE: **14-019**

PLEASE USE CDL/DRIVER'S EMPLOYMENT APPLICATION

ANNUAL SALARY: **$27,820.00-$29,907.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to perform preventive maintenance to avoid costly problems.
This position services, inspects, and repairs equipment, providing fuel and lubrication when needed.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Provides field service to County trucks and equipment; fuels and lubricates vehicles/equipment; adds, and/or changes fluid levels in engine, brake, steering, and other systems; conducts inspections to identify potential mechanical problems.	20%
• Services trucks and equipment in accordance with standardized maintenance schedules; checks and replaces radiator hoses; spark plugs, batteries, wiper blades, lamps, bulbs and tires.	10%
• Conducts visual inspections to identify leaks, cracks, missing bolts, worn belts and hoses, and unusual noises.	10%
• Greases drivelines and moving parts; adjusts brake systems.	10%
• Performs light repairs at time of service including repairing hoses, belts and air lines; performs additional repairs as assigned by Supervisor.	10%
• Documents and maintains records regarding vehicle and equipment maintenance activities; documents fuel and oil distribution.	10%
• Welds and fabricates sign holders, steel racks, tail light brackets, and hose hangers as required.	10%
• Operates mechanics truck in the field to change tires and perform light repairs.	10%
• Maintains and cleans maintenance shop and work truck; and provides assistance to Mechanics as needed.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position is required to follow equipment manuals and guidelines.

ORAL COMMUNICATION DUTIES

This position trains colleagues and follows County procedures.

WRITTEN COMMUNICATION DUTIES

This position creates work logs and maintenance records; schedules services.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

A valid Arizona Class B Commercial Driver's License is required. Tanker and Hazmat Endorsements must be obtained within 4 months of employment. Position is subject to drug and alcohol testing.

KNOWLEDGE REQUIRED

Federal, state, local laws, regulations, statutes regarding hazardous materials (handling & disposal). Knowledge of vehicle/equipment maintenance principles and practices; maintenance/repair methods and standards; methods used to visually inspect heavy equipment and trucks; tools and equipment used to maintain heavy equipment and trucks; maintenance documentation; welding equipment; welding and fabrication techniques.

SKILLS REQUIRED

Routine maintenance and operating heavy equipment. Servicing and maintaining County trucks and heavy equipment.

ABILITIES REQUIRED

Coordinate the maintenance of County trucks and heavy equipment; perform a variety of skilled maintenance functions in relation to trucks/heavy equipment; perform light repairs; operate maintenance/repair equipment and tools; maintain tools and equipment in safe working order; operate a lube/fuel truck; keep accurate maintenance records; communicate effectively and follow oral/written instructions.

Hazmat Endorsement Renewal consists of the successful completion of the written test and background check every five (5) years.

PHYSICAL DEMANDS

- Regularly stands to perform maintenance tasks.
- Occasionally sits to complete report.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Requires dexterity for keyboard operation, for special tools and special machines.
- Incumbents in this position may be required to occasionally walk to and from work sites; bend, stoop, crawl, kneel, and twist to complete tasks.

WORK ENVIRONMENT

Work is performed in a maintenance shop environment and in the field; may be exposed to variable weather conditions when servicing/repairing vehicles in the field; exposure to fuel, motor oil, fumes, cleaning solvents, chemicals, and solid waste when working at landfill sites.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to physical danger, mechanical hazards, chemical hazards, electrical hazards, fire hazards, respiratory hazards, extreme temperature, noise and vibration, and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. Requires welding gloves; constantly requires safety foot wear; eye protection devices and hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in property damage, individual injury, or loss of life.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.