

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MARCH 20, 2014
REVISED: APRIL 22, 2014
CLOSING DATE: MAY 12, 2014

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Lube Specialist

LOCATION: Globe

JOB CODE: 14-019

PLEASE USE CDL/DRIVER'S EMPLOYMENT APPLICATION

ANNUAL SALARY: \$27,664.00-\$33,716.80 DOE

NATURE OF WORK

Performs preventative maintenance and service on trucks, automobiles, heavy equipment and other related equipment out in the field; assists Mechanics and performs light mechanical duties.

DUTIES AND RESPONSIBILITIES:

- 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.
- Services trucks and equipment in accordance with standardized maintenance schedules; checks and replaces radiator hoses; spark plugs, batteries, wiper blades, lamps, bulbs and tires.
- Conducts visual inspections to identify leaks, cracks, missing bolts, worn belts and hoses, and unusual noises.
- Greases drivelines and moving parts; adjusts brake systems.
- Performs light repairs at time of service including repairing hoses, belts and air lines; performs additional repairs as assigned by Supervisor.
- Documents and maintains records regarding vehicle and equipment maintenance activities; documents fuel and oil distribution.
- Welds and fabricates sign holders, steel racks, tail light brackets, and hose hangers as required.
- Operates mechanics truck in the field to change tires and perform light repairs.
- Maintains and cleans maintenance shop and work truck.
- Provides assistance to Mechanics as needed.

WORKING 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; standing, walking, bending, and lifting up to 60 pounds; must be able to crawl in, out, over and under trucks and heavy equipment.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and six (6) months experience in automotive servicing; or equivalent combination of education, training and experience. A Valid Arizona Class B Commercial Driver's License with Hazmat and Tanker Endorsements.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

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.

Ability to: 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 mechanics truck; keep accurate maintenance records; communicate effectively and follow oral/written instructions.

Skills in: Servicing and maintaining County trucks and heavy equipment.

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.