CITY OF WEST LINN

JOB DESCRIPTON

**Job Title**: Vehicle Maintenance Lube Tech

General Function:

Under the general supervision of the Streets Supervisor, this position will be performing routine maintenance on the cities vehicles and equipment. This includes, but is not limited to cars, light trucks, heavy trucks , front end loader, back hoes, lawn mowers, chain saws, weed eaters, back pack blowers ect.

Duties and Responsibility:

An employee in this classification may perform any of the following duties, however these examples do not include all the specific tasks which an employee may be expected to perform.

1. Contribute to a positive work environment.
2. Performs routine preventative maintenance work in the following areas: lube/oil/filter, cooling systems, transmissions, changing tires/rotations.
3. Services, maintains and repairs in the shop and in the field, all types of equipment and vehicles, such as construction equipment and heavy trucks, tractors, cars, pickups, small equipment and small engines.
4. Operates various shop equipment i.e. air compressor, tire machine, overhead crane, vehicle hoists, grinders, impact wrenches ect. Uses a wide variety of small tools that are common in the automotive/equipment repair industry.
5. Shuttle vehicles and equipment to various external shops for repairs.
6. May assist other Public Works division (Streets, Water, Environmental Services) when needed.

Specifications:

1. Job Preparation
2. Education:

Graduation from high school or completion of the equivalent GED certificate. Experience in the Lube/Preventive maintenance of vehicles and equipment.

1. Training:

Must have a valid Driver’s License.

1. Supervision:
2. Received:

Receives a moderate level of supervision from the Lead Mechanic or higher Utility Worker when working as a crewmember. When assigned a specialized task receivers detailed instruction and closer supervision to ensure conformance to departmental rules and regulation and Federal and State vehicle requirements and regulations.

1. Exercised:

Supervision of employees is not a normal responsibility of position in this classification.

1. Communication:

Effective relationships must be maintained within the City between supervisors and co-workers. Relationships outside the City organization, as needed, include verbal communications with vendors to acquire service and parts.

Verbal contact is made with all City departments and is needed to coordinate services. Verbal contact with City’s residents is infrequent.

1. Cognitive Functions:

Work is governed by Federal, State, County and City ordinances, rules, regulations, policies, procedures and guidelines.

This position is not responsible for the development of new policies, procedures, system and methodologies. The consequences of an error in the normal course of work could result in personal injuries to employee(s) and the public, health hazards, damage to public and private property and equipment and lawsuits due to carelessness or failure to complete work appropriately.

1. Working Conditions:

Adverse working conditions include lifting up to 50 pounds occasionally and 25 pounds regularly, of part and equipment and working environment may be cold and wet.

Physical risks exposed to include: hazardous physical conditions: exposure to carbon monoxide: electrical shock from power tools: exposure to solvents.

1. Resource Accountability:

Workers are held accountable for the proper maintenance and operation of equipment (i.e. cars, pickups, mowers and other various small equipment)

Records maintained include work orders on vehicle and equipment maintenance.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer and requirements of the job change.