



JOB DESCRIPTION

JOB TITLE: Lead Equipment Technician

JOB CODE:

DEPARTMENT: Public Works – Fleet Services Division

FLSA STATUS: Non-Exempt

REPORTS TO: Maintenance Operations Superintendent

SUMMARY OF JOB PURPOSE

Under general supervision, leads the Fleet Services technicians in the operations, maintenance, and repair of County-owned vehicles, equipment, and related appurtenances. Handles the most complex and specialized mechanical tasks for the division performing journey level work in the maintenance and repair of light, medium, and heavy gasoline and diesel driven motorized equipment used in County operations.

ESSENTIAL FUNCTIONS

1. Assists the Maintenance Operations Superintendent in developing, justifying, and administering the budget for the Fleet Services Division; provides input for employee performance evaluations; participates in the interview and hiring process; assists with the purchasing and accounting of property and equipment for the Fleet Services Division.
2. Advises the Maintenance Operations Superintendent on matters concerning Fleet Services activities, and furnishes technical advice on equipment needs, and related problems.
3. Assists in the development of procedures for tasks performed in the maintenance and repair of County equipment including determining work procedures, training Equipment Technicians and other workers, enforcing County regulations and policies, and promoting work efficiency.
4. Schedules and sets priorities for maintenance and repair of equipment with the various user departments; completes computer-based repair orders, reviews repair orders to ensure accuracy and completeness, and evaluates the work upon completion.
5. Assists in evaluating equipment and in preparing specifications for the purchasing of equipment; orders parts for equipment, maintains a parts inventory, and ensures the security of inventory.
6. Discusses and schedules warranty work with equipment dealerships and ensures that the work is accomplished.
7. Performs diagnostics, preventative maintenance, and repairs on all County owned light, medium, and heavy duty vehicles and equipment including Sheriff emergency vehicles, OTR trucks, fire apparatus, emergency generators, front loaders, graders, snowplows, paving related equipment, ambulances, backhoes, mules, pumps, mowers, and other small equipment.
8. Performs diagnostics and repairs to all vehicles and equipment including tune-ups, overhauling engines, transmissions, differentials, clutches, brakes, drive trains, generators, computer controlled fuel injection and emission related equipment, carburetors, air conditioning, electrical, cooling, suspension, pumps, hydraulic systems, and steering.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Performs fabrication, welding, and modification of parts for installation of specialized equipment including radar, tracking systems, video recording systems, cage/partition units, radios, lighting, sirens, switches, remote control systems, hydraulic systems, fire apparatus, K-9 projects, and other equipment accessories.
10. Operates automotive and general shop equipment to include lathes, gas and arc welding equipment, engine analyzers, tire equipment, scanners, and computers; complies with and helps enforce shop safety rules.
11. May perform inspections and repairs in the field, at various fire stations, or in the County yard; determines repair needs, estimates the cost, and confirms all repair work is completed before returning equipment to active use; orders and procures parts for equipment and ensures all invoices are accurate.
12. Oversees the maintenance and issuance of tools, equipment, supplies and materials required for operations, maintenance, and repair of County-owned vehicles, equipment, and related appurtenances.
13. Promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate; works with staff from other divisions and department to coordinate work activities and to provide assistance, as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and five (5) years of journey-level experience repairing and maintaining a variety of light, medium, and heavy motorized equipment plus three (3) years experience working as an Master Equipment Technician with Douglas County.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and local, State, and Federal codes and regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, County employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles, practices, and techniques of vehicle and equipment repairs and maintenance; gasoline and diesel engines and mechanical and electrical systems; precision instruments and tools used in automotive and equipment maintenance; safety rules and practices and OSHA safety guidelines; mechanical systems such as hydraulic, electrical, power train, refrigeration, and engine; safe handling, disposal and storage of all hazardous materials; metal fabrication, welding, gas and arc cutter use; applicable State and Federal statutes, rules, codes and regulations. Ability to adapt a variety of shop tools and repair parts to address specific repair or maintenance problems. Skillful in utilizing diagnostic equipment and troubleshooting repairs on vehicles and equipment. Ability to operate standard office equipment and a basic to intermediate proficiency level utilizing a computer and associated programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Class B license, or the ability to obtain one within six (6) months of employment, may be required. Three ASC certifications required at time of appointment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb to a height of 20 feet, balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds and regularly lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, moving mechanical parts, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, high and precarious places, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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