

Job Description



TITLE: Maintenance Service Technician	JOB CODE: 5430
DEPARTMENT: Parks and Facilities	FLSA: Non-Exempt
PREPARED: November 2006	FLSA CLASS: Labor/Trade
UPDATED: March 29, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision, performs a wide variety of duties in support of maintenance personnel and the maintenance facility: orders, stocks and issues parts, supplies and equipment. Performs routine and other maintenance on small motorized equipment and ensures all equipment is in good repair and work ready.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Receives, stocks and issues materials, supplies, tools and equipment that are maintained within the tool room/maintenance facility.
- Performs routine and other maintenance, service and repair of small and medium equipment; ensures all large motorized vehicles and equipment stored within the maintenance facility are maintained and work ready.
- Transports vehicles to various outside locations for repairs.
- Orders and retrieves stock items, parts, supplies and materials as needed or requested.
- Maintains computerized and/or manual files on all maintenance/repair of equipment and vehicles.
- Maintains computerized and/or manual files on inventory, issuance and return of tools and equipment.
- Operates equipment as needed.
- Responsible for cleaning and organization of the tool room, maintenance building and maintenance yard ensuring a clean safe work environment.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Skill in the repair and maintenance of small and medium equipment.
- Knowledge of the practices and techniques of purchasing, stores and inventory.
- Knowledge of computerized/manual inventory practices, procedures and forms.
- Knowledge of gasoline and diesel powered vehicle and equipment.
- Knowledge of County policy and procedures.
- Knowledge of occupational hazards and safety rules and regulations in the operation of motorized equipment.
- Skill in maintaining accurate records of inventories and materials, parts and supplies that are received and issued.
- Skill in communicating effectively, both orally and in writing.

Job Description

Maintenance Service Technician

- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in the use of a personal computer.
- Skill in the safe use of a forklift as well as hand and power tools.

Education and Experience:

- Must have High School Diploma or GED equivalent and two (2) years of small engine repair as well as some knowledge of medium motorized vehicles and equipment.
- Valid State of New Mexico Driver’s license or able to obtain within six months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office/shop and outdoor environment. Frequently exposed to moving mechanical parts, precarious places, outside weather conditions, extreme cold and heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment can be very loud at times. May be subject to repetitive motion such as typing, data entry.
- May be subject to bending, reaching, kneeling and lifting such as retrieving tools and/or equipment, files, records, and reports.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling are a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, various small, medium and large motorized vehicles and equipment, hand and power tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____