



CLASSIFICATION DESCRIPTION

TITLE: Equipment Specialist

JOB CODE: 12 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform skilled work involving the routine maintenance and repair of equipment, machinery, and tools associated with the Stormwater Maintenance division. Employee performs complex repair and maintenance work and provides daily operational support through equipment transport and relocation using a lowboy tractor-trailer. This position also supports maintenance staff with mechanical repair and troubleshooting needs associated with our canal weir control structures and stormwater pumping station.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs preventive maintenance and repair services on mechanical equipment to include handheld landscaping equipment, small gas and diesel engine equipment, and heavy construction equipment.
- Responsibilities include routine maintenance such as greasing, fueling, inspecting, and preventative maintenance tasks within the responsibility of the department.
- Routinely runs and operates equipment to keep it ready and operational at a moment's notice.
- Coordinates with maintenance staff to haul, relocate, and disperse light and heavy equipment to-and-from various jobsites.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to City policies.
- Responsible for ensuring all work and activities are performed safely and in accordance with City policies.

- Completes all required paperwork to include parts inventories and monthly reports.
- Must be able to function in severe weather conditions and have the ability to respond to hazardous situations and stormwater emergencies.
- Trains and instructs other employees on the safety and proper use of various pieces of equipment and proper maintenance procedures.
- Ensures the safe and proper operation of trades tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Performs major repairs to small equipment under department responsibility; includes disassembling, inspecting, and replacing or repairing worn or broken parts and components.
- Supports other divisions of the Stormwater and Engineering Department when requested or required.
- Maintains parts and supply inventories such as preventative maintenance supplies and small equipment components.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by five (5) years responsible experience in both small and heavy equipment preventative maintenance and repair; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a Class “A” Florida Commercial Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand, follow, and direct written and oral instructions.
- Considerable knowledge of the assembly, maintenance, and repair of a wide variety of general and special mechanical equipment.
- Skill in inspecting, diagnosing, and repairing small engines and landscaping equipment.
- Considerable knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the field.
- Considerable knowledge of the methods, materials, tools and standard practices of the light and heavy equipment repair and maintenance trade.

- Considerable knowledge of the potential occupational hazards and safety precautions necessary for successful performance in the trade.
- Considerable knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Ability to read, analyze and interpret technical procedures and safety rules, operating and maintenance instructions, and procedure manual.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, schematic or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; and moving mechanical parts of equipment, tools, and machinery.
- Employee will be routinely exposed to hazardous weather conditions and dangerous wildlife while in the field.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.