

NON-ESSENTIAL JOB FUNCTIONS:

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High School diploma or GED and a minimum of 2 years of job-related work experience. Technical school for gasoline engines and/or Diesel engines preferred.

Possession of at least a valid Class A commercial driver's license with air brake and tanker endorsements within six months of full-time employment. Must remain insurable by the City of Noblesville's liability insurance carrier and maintain a safe driving record. (Refer to the Civilian Personnel Policy for additional information).

Working knowledge of and ability to make practical application of department and Occupational Safety and Health Administration (OSHA) safety policies and procedures, and ability to properly operate a variety of trucks, commercial motor vehicles, equipment, and power tools as assigned, including, but not limited to, dump trucks and bucket trucks, snow removal equipment, street sweepers, chain/power/hydraulic saws, air compressors, jack hammer, mowers, and 800 MHz radio.

Working knowledge of and ability to perform various mechanical trades, including welding, torch cutting, and wiring.

Ability to physically perform assigned duties, including driving/sitting for long periods, standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing no more than 50 pounds, raking, reaching, bending, crouching/kneeling, handling/grasping/fingering objects, hearing sounds/communication, depth perception, and close/far vision.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and the ability to apply these regulations/standards to employment.

Working knowledge of local geography and ability to read and interpret local maps.

Ability to identify the maintenance/repairs required based on the operators' verbal descriptions and/or written notes obtained in the daily vehicle inspection reports.

Working knowledge of universal health precautions and the City's Bloodborne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Ability to count and make simple arithmetic calculations and ability to maintain detailed records and enter data on a computer using standard software, including but not limited to City Works.

Ability to work at a high-level, both independently and with others in a team environment, work rapidly for long periods, and understand and follow written and oral instructions.

Ability to effectively communicate with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended weekend, and/or evening hours and occasionally travel out of town, sometimes overnight.

Ability to serve on 24-hour call for emergency situations as assigned.

II. RESPONSIBILITY:

Incumbent performs routine, standardized daily assignments with moderate supervision, requiring some care and skill to prevent damage to tools and equipment, and prevent injury to self and others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers and occasionally with the public for the purpose of exchanging information.

Incumbent reports directly to the Fleet Manager.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent's duties may involve continuous exertion, such as sitting/driving for long periods, standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects no more than 50 pounds, raking, reaching, bending, crouching/kneeling, handling/ grasping/ fingering objects, hearing sounds/communication, depth perception, and close/far vision. Prolonged intense physical strain is not associated with normal duties.

Incumbent performs a majority of duties in an equipment maintenance shop and periodically outdoors; and is frequently exposed to hazards normally associated with auto maintenance and repair, such as heavy equipment, moving parts, noise, dust, grease, fumes, fuels, cleaning chemicals, bloodborne pathogens and other infectious materials, and working on ladders and on top of equipment. Incumbent periodically performs duties outdoors and is occasionally exposed to extreme temperatures, inclement weather, and traffic. In responding to emergency situations, incumbent may be exposed to hazards such as flooding, downed power lines and/or fallen trees, and poor visibility. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended evening or weekend hours and are on 24-hour call for emergency situations as assigned.

This position is identified as having occupational exposure to blood or other potentially infectious materials.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Equipment Maintenance Technician for the Street Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____ If yes, please explain: _____

Applicant/Employee Signature

Date

Name Printed