

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Service Technician
FLSA: Nonexempt
GRADE: 65
SUPERVISOR: Equipment Operation and Maintenance or Division Manager
DEPARTMENT: Equipment Repair & Transportation or Division Office
ESTABLISHED: July 2007
REVISED: April 2021

Position Summary:

Under general supervision, performs field servicing and lubricating of light and heavy equipment including loaders, backhoes, excavators, dozers, transport and dump trucks; drives fuel truck to various worksite locations to refuel and perform field service work; assists with parts requests; maintains accurate and complete records of work done.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Essential Duties & Responsibilities:

- Ensures the equipment is in safe operating condition by changing filters, oils, lubricating, checking hydraulic oil levels and coolant levels.
- Conducts visual inspection for leaks, condition of hoses, belts, pulleys, sprockets, tracks, cables, and electrical systems; reports conditions and concerns to the Equipment Operators and Manager.
- Maintains records of fuel, oil and hydraulic usage of each and every machine to document recommendation to Supervisor to repair or replace equipment.
- Transports fuels, oils and lubricants to service equipment in the field and at worksites using a company truck (26,500 – 48,000 GVW).
- Maintains equipment assigned by checking fluid levels, evaluating wear and tear, checking electrical systems, ensuring gages are operable and correct, and making sure equipment is properly lubricated.
- Completes all required documentation to include work orders and fuel usage forms accurate and on a timely basis.
- Completes all required documentation and paperwork including fuel usage reports and work orders.
- Washes, cleans and maintains service vehicles.
- Observes safety rules, and ensures and maintains a safe environment.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.
- Performs field servicing and lubricating work of light and heavy equipment including loaders, backhoes, excavators, dozers, transport and dump trucks; greases equipment and trucks; performs visual inspection of equipment; cleans and blows air filters, changes oil and filters, changes fluids including transmission, drives, rear axle and hydraulic fluids to maintain equipment warranty and ensure equipment is safe to operate.

Qualifications:

Education and Experience:

High School Diploma or GED plus two years experience in the service or repair of light and heavy equipment; or equivalent combination of education and experience.

Licenses/Certificates/Special Requirements:

A valid New Mexico Commercial Driver's License, minimum Class B (CDL) with a Tanker and HAZMAT endorsement is required, Class A CDL preferred. Must maintain insurability under the District's vehicle insurance program.

Knowledge, Abilities, Skills:

Knowledge of:

- mechanical techniques and procedures used in servicing light and heavy equipment
- electrical, hydraulic, and mechanical systems
- geographical location of ditches, canals, waste ways, and laterals
- the correct use of equipment and tools used in servicing light and heavy equipment

Ability to:

- communicate effectively, both verbally and in writing
- carry out instructions furnished in verbal or written format
- analyze situations and adopt appropriate courses of action
- handle multiple tasks and meet deadlines
- develop and maintain positive working relationships with district employees and the public

Skill in:

- using various equipment and tools used in servicing light and heavy equipment
- driving vehicles and heavy equipment over unimproved, dusty, muddy, and slippery ditch banks
- using safety and equipment devices; and utilizing safe and proper lifting techniques

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, crawl and lying on back in tight locations. The employee regularly is required to sit; climb or balance; and talk or hear. The employee occasionally is required to smell. The employee must regularly lift and/or move up to 50 pounds.

Mental Demands:

While performing the duties of this job, the employee must be in compliance with OSHA regulations, must be able to perform pre and post truck inspections, maintain driver logs and ensure DOT compliance at all times.

Work Environment:

Work is generally performed outdoors with some work performed in a mechanic shop environment. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is a common occurrence. Standing and walking may be on uneven surfaces or unstable ground. Personal protective equipment

(PPE) in designated operations and production areas as stated by OSHA is mandatory. PPE that may be required, but not limited to, is Face Shield, Safety (hard toe) Shoes, Safety Vest or Shirt and Coveralls. Travel within the District area is required for completing work orders and working in sensitive and/or hazardous areas is common. Tight time constraints and multiple demands are common.