Equipment Operations Maintenance Person III (0798)

**Basic Purpose/Job Function:** Assists in the performance of skilled repair tasks on all types of motor vehicles, electrical equipment, and heavy equipment vehicles, including electric, gas & diesel powered engines.

**Examples of Titles Replaced:** Assistant Drilling technician; Elevator Repairperson II; Landscape Equipment Mechanic II; Maintenance Specialist, Parking & Transportation; Motor Pool Technician III

**Typical Functions May Include:**

1. Performing preventative maintenance on all types of University motors, vehicles and heavy equipment
2. Assisting in the repair and mechanical reconditioning of automobiles, trucks, graders, tractors, electrical motors and other equipment
3. Assisting in diesel and gasoline engine overhaul and repairing and/or replacing needed parts
4. Diagnosing/repairing electrical, electronic and fuel delivery systems and/or components as needed
5. Inspecting, adjusting, repairing or replacing worn vehicle parts as needed
6. Performing alignments, brake, drive train, suspension, air conditioning/heater repairs
7. Making road calls for adjustment or repair of vehicle and/or equipment in the field
8. Maintaining state-of-the-art knowledge by attending special courses, workshops or seminars
9. Ordering and maintaining all materials and supplies required for the operation of University equipment operations maintenance organizations
10. Performing on-call duties 24/7 on scheduled rotation
11. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as lead employee to others doing similar work.

**Supervision Received:** Receives general supervision from a designated person.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 – 24 months **Type:** Automotive and/or Heavy equipment repair
- **Skills:** Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand written materials such as schematics, blueprints etc; basic computer knowledge; proficient use of hand tools and advanced testing and repair equipment used in the automotive and/or equipment repair field.
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- **Special Requirements**: Regular exposure to disagreeable conditions, extreme temperature changes, odors and loud noises; regularly stands, lifts, bends, stoops, lifts above shoulders and carries 30 or more pounds, exposure to heavy lifting up to 100 pounds; wear and maintain personal protective equipment; background and drivers license check required upon offer of employment. Drug and alcohol test required. Must pass respiratory physical.

- **Licenses**: Valid Oklahoma State driver’s license; willingness to obtain commercial drivers license upon employment.

- **Certifications**: A.S.E. certified.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.