Equipment Operations Maintenance Person IV (0799)

Basic Purpose/Job Function: Operates, inspects, tests, and maintains University-owned motorized vehicles and heavy equipment, including electric, gas & diesel powered engines; performs skilled repair tasks in accordance with standard trade practices.

Examples of Titles Replaced: Aircraft Mechanic; Airport Facilities Officer; Drilling technician; Elevator Repairperson I; Heavy Equipment Operator; Landscape Equipment Mechanic I; Motor Pool Technician II

Typical Functions May Include:

1. Performing preventative maintenance on all types of University vehicles and heavy equipment
2. Repairing and mechanically reconditioning University motors, vehicles and heavy equipment
3. Performing complete engine overhaul and repairing and/or replacing needed parts
4. Inspecting, adjusting, repairing or replacing worn vehicle parts as needed
5. Making service calls for minor adjustment or repair to equipment at the work site
6. Diagnosing/repairing electrical, electronic and fuel delivery systems and/or components as needed
7. Maintaining state-of-the-art knowledge by attending special courses, workshops or seminars
8. Has regular contacts with others outside the department, disseminating routine information
9. Recording necessary information on work order in computer program or service records on equipment repairs, to include parts used, estimates and labor time
10. Performing on-call duties 24/7 on scheduled rotation
11. Providing technical review and guidance
12. Assisting in the training of other employees in the correct maintenance of their respective equipment and/or their supervision as needed
13. May assist in the maintenance and repair of electric and diesel powered vehicles
14. 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:** 18 – 36 months
- **Type:** Automotive and/or Heavy equipment repair
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- **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.

- **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 pound: 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**: Multiple A.S.E. certifications.

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.