Equipment Operations Maintenance Person I (0796)

Basic Purpose/Job Function: Performs routine maintenance and repair services on University-owned motorized vehicles and heavy equipment.

Examples of Titles Replaced: Auto Serviceperson

Typical Functions May Include:

1. Lubricating various kinds of vehicles and heavy equipment and changing engine oil, transmission fluids, filters etc.
2. Removing and installing parts and accessories, such as belts, hoses, wiper blades etc.
3. Repairing, replacing and balancing tires, including large truck and/or equipment tires
4. Delivering and/or picking up items, supplies, vehicles etc. to designated person and/or vendor and obtaining necessary signatures as requested
5. Dispensing fuels and fluids to vehicles and heavy equipment
6. Cleaning and/or detailing inside and outside of vehicles and/or equipment
7. Repairing minor electrical problems, such as fuses, bulbs, spark plugs, wiring etc.
8. Recording necessary information on work order in computer program
9. Inspecting vehicles daily and reporting problems to supervisor
10. Cleaning work area as needed
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: Has no regular supervisory responsibility.

Supervision Received: Receives direct supervision.

Minimum Qualifications:

- **Education**: High School diploma or GED
- **Experience**: 0 – 9 months        **Type**: Automotive repair and servicing.
- **Skills**: Ability to perform basic math functions; communicate orally and in writing as required to exchange information; read and understand basic written materials, basic computer skills.
- **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.
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- **Licenses**: Valid Oklahoma State driver’s license; willingness to obtain commercial drivers license upon employment.
- **Certifications**: Determined by nature of job and/or department

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.