



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Field Services Technician</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>      </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Fleet Operations</u> <u>Superintendent</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>PW-Maintenance</u> <u>Operations</u>	<b>JOB CODE:</b> 701	

**DEFINITIONS:**

Under close supervision, provides roadside service for public works vehicles including tires, lubricants and filters to maintain the efficiency of field operations.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Performs roadside service and delivery of materials and supplies to various job sites as required; performs roadside flat tire dismounting and removing of motor graders and other various light to heavy construction equipment.

Performs roadside refueling of vehicles and construction equipment as needed; performs limited diagnosis of needed maintenance and repairs to gasoline and diesel vehicles and equipment; performs limited mechanical maintenance and repair of disabled gasoline and diesel vehicles and equipment.

Assists other mechanics in maintenance and repair of vehicles and construction equipment; performs routine inspections and preventative maintenance on vehicles and equipment as directed by the Shop Superintendent.

Orders and maintains adequate quantities of motor grader blades, mower blades, snow plow blades, tire chains, common hardware and shop supplies; maintains a variety of records; operates a variety of hand tools and air tools.

**KNOWLEDGE AND SKILLS:**

- 1. Good knowledge of County equipment, preventive servicing techniques and materials.
- 2. Good knowledge of equipment diagnosis, repair and maintenance techniques.
- 3. Good knowledge of County safety procedures for repair and maintenance of equipment.
- 4. Some knowledge of applicable County policies and procedures.
- 5. Skill in use of hand and power tools for equipment maintenance.
- 6. Skill in diagnosing problems and organizing work.
- 7. Skill in operating a variety of heavy equipment for purposes of diagnosing problems and moving to safe location.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED; two years of experience operating and/or performing basic maintenance on equipment; valid Missouri Drivers License, Class A CDL with air brake endorsement; vehicle inspection permit and mobile air conditioning service certificate.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)