

**City of Marquette**  
Job Description

**POSITION TITLE:** Motor Pool Technician

**REPORTS TO:** Equipment Maintenance Supervisor

**EFFECTIVE DATE:** October 1, 2016

**JOB CLASS CODE:** Non-Exempt / Public Works Bargaining Unit

**POSITION SUMMARY**

Performs a wide range of maintenance and mechanical repair activities on vehicles and equipment. Activities require experience in preventive maintenance, diagnosing equipment malfunctions, and taking appropriate corrective action. General supervision is received from the Equipment Maintenance Supervisor.

**ESSENTIAL DUTIES**

An employee in this position may be called upon to do any or all of the following typical duties:

- Maintain various records related to the repair and maintenance of City vehicles, equipment, and shop facilities. Complete work reports to document work accomplished and methods used.
- Inspect defective equipment and diagnose malfunctions using analyzers, pressure gauges, testing equipment, schematics, and factory manuals.
- Disassemble and overhaul internal combustion engines, pumps, hydraulic systems, auxiliary equipment, generators, compressors, clutches, differentials, etc.
- Perform routine maintenance activities, such as adjusting/replacing brakes, welding-cutting, aligning steering systems, torquing fasteners, checking tires-wheels, batteries, and lubricating moving parts.
- Install and remove accessory equipment on vehicles and equipment as needed for seasonal use.
- Responsible for the maintenance and repair of small equipment and their accessories. Small equipment is defined as having four cylinders or less, developing 50 h.p. or less.
- Perform building and grounds maintenance which may include the operation of heavy equipment.
- Make recommendations on technical repairs to determine whether components or assemblies should be rebuilt or replaced.
- Operate equipment to test corrective measures.
- Perform lubrication and equipment fluid changes.
- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, work area warning materials, and safe work procedures. May direct traffic in work areas.
- Inspect equipment and monitor its performance, alerting supervisor of possible malfunctions. Read procedural manuals on equipment to become familiar with capacity and methods. Perform cleaning and general operational maintenance of the equipment.

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- Work individually or as part of a team of other equipment operators and service workers to complete assigned maintenance responsibilities.
- Confer with supervisor, or appropriate employees relative to methods to be used, job timetable, and unusual conditions for jobs to be completed, receiving instructions as needed.
- Record, or report to appropriate supervisor, the maintenance needs of City infrastructure noted during the course of assigned work.

### **NON-ESSENTIAL DUTIES**

- When qualified, may substitute for employees in various technical and skilled craft positions, performing the necessary associated job responsibilities.
- Perform other related functions as assigned.

### **MATERIALS AND EQUIPMENT USED**

- Computers, telephone, radio.
- Fuel and fleet fluid products dispensing system.
- Forklifts, hand tools, power tools, banding equipment, ladders, elevated stands, shelving systems, jacks, hoists, overhead cranes, analyzers, precision measuring instruments, welding equipment, technical manuals.
- Heavy equipment, trucks, trailers.
- Lubricants, fuels, solvents, asphalt, compressed gasses, adhesives, paints, aggregates, pressurized piping systems, sewage, and other hazardous materials.

### **MINIMUM QUALIFICATIONS REQUIRED**

- Required training includes a high school education, or GED.
- Required certification includes a valid Type A Commercial Driver's License with Air Brake and Tanker endorsements.
- Required training to cover areas outlined in the City's Motor Pool Technician program. Must complete approved program within 3 years from hire date: 30% 1<sup>st</sup> year, 30% 2<sup>nd</sup> year, and 40% 3<sup>rd</sup> year.
- Ability to maintain effective working relationships with supervisors, co-workers, and the general public.
- Ability to read and interpret technical manuals.
- Knowledge and basic skill in operating various types of heavy equipment.
- Knowledge of service and repair techniques associated with maintenance of City vehicles and equipment.
- Knowledge of street and underground utility maintenance and repair techniques and practices in order to provide proper maintenance and support for equipment utilized in City operations.

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- Knowledge of safe work practices to make continuous judgments on safety, equipment capacity and work precautions.
- Skills in documenting equipment maintenance needs and repair activity.

### PHYSICAL DEMANDS

- Lifting 100 pounds, with frequent lifting and/or carrying of objects weighing up to 50 pounds.
- Frequent standing, walking, sitting, and driving.
- Must be capable of using hands/feet for repetitive single grasping, fine manipulation, pushing, pulling, and operating controls.
- Frequently reaching and climbing, with occasional bending, twisting, squatting, and grappling.
- Ability to climb ladders, scaffolding and raised platforms.
- Ability to communicate orally in a clear manner.
- Ability to carry on two-way communications over telephone and radio systems.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.
- Ability to read, write and identify colors.
- Ability to withstand high noise levels and temperature changes in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be asked to perform job-related responsibilities and tasks other than those stated on this job description.

Approved by:

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Department Head

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Date

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Director of Administrative Services

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Date