



CLASS SPECIFICATION FOR:
Preventive Maintenance Technician

General Statement of Duties:

Performs day-to-day maintenance, preventive maintenance and general repairs for all motorized equipment used in the assigned department's operations; does related work as required.

Distinguishing Features of Class:

Under the general supervision, uses knowledge of the mechanics, operation and maintenance of a wide variety of equipment to ensure the proper functioning and safe operating condition of assigned department's equipment. Performs preventative, routine and scheduled maintenance; makes general repairs on a wide range of motorized equipment; keeps equipment in safe and good working condition, and takes the necessary steps through a program of scheduled inspections, minor repairs, operator training, and other means of preventive maintenance, to keep equipment operating satisfactorily. May also coordinate major repairs on equipment with the County's Central Maintenance Facility or vendors.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Schedules equipment for preventative, routine and scheduled maintenance on a wide variety of motorized equipment;
- Performs preventative, routine and scheduled maintenance on a wide variety of motorized equipment;
- Schedules equipment for inspection on a routine basis and completes scheduled inspections;
- Troubleshoots mechanical problems in the field as they arise;
- Makes time and cost studies for replacement of old and worn equipment and service of other equipment;
- Reviews bids from vendors and reports on advisability of purchases;
- Assists with or handles the development of training programs for operators of equipment;
- Works with appropriate department personnel to obtain and maintain parts and supplies needed for maintenance and repair activities;
- Follows up on repairs and service performed by the County's central Maintenance Facility and outside vendors to ensure that equipment is repaired and returned to service as soon as possible;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Considerable working knowledge of operation and maintenance of a wide variety of equipment used by personnel in an assigned department's operations (e.g. Recreation and Parks, Public Utilities, Public Works, etc.); knowledge of business methods and procedures; knowledge of principles of equipment management including life cycle maintenance; knowledge of vendor procedures and operations; considerable knowledge of mechanical parts with the ability to source, order, receive and install parts; physical ability sufficient to perform minor repairs on a wide range of equipment; physical condition that will permit activities including, but not limited to, heavy lifting, pushing, stooping, driving and working under adverse temperature and/or weather conditions; good knowledge of safety rules/regulations and accident-prevention practices; skill in the safe operation and preventive maintenance of assigned equipment under all types of weather conditions; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain a good working relationship with County employees and vendors; basic computer skills with ability to use computer to complete research and maintain required documentation and records; requires the ability to read, interpret and adhere to complex instructions; requires the ability to create and maintain accurate paper and electronic records; personal accountability including teamwork and establishing and maintaining positive relationships with the public and County employees; ability to work independently and complete task safely, on time and cost effectively; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public/vendors. Requires a safe driving record with the ability to safely operate County-owned vehicles and equipment. May require the ability to work a flexible schedule.



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Minimum Education and Experience:

Education: Graduation from high school;

Experience: Three (3) years of related work experience in the maintenance and repair of internal combustion engines and equipment;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.
- May require valid Virginia Commercial Driver's license, with endorsements and without restrictions, depending on assigned department.
- May require a pre-employment physical examination and/or medical tests administered by the Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the given position.