



JOB DESCRIPTION

TITLE: Service Technician

REVISED: 7/23/19

GENERAL PURPOSE: Performs routine servicing and general mechanical repairs to Natrona County equipment and vehicles.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Services various types of gasoline and diesel powered automotive, heavy construction, and other power-driven equipment.
- Provides assistance in maintaining County vehicles and equipment in safe working condition.
- Conducts oil and filter changes; monitors brake systems for proper functioning.
- Participates in major/minor mechanical overhauls and repairs under supervision of a Mechanic.
- Welds and fabricates parts and/or equipment as assigned.
- Serves as fire truck mechanic and performs related duties.
- Operates forklifts, overhead cranes, and front-end loaders.
- Provide general assistance to equipment maintenance staff as required.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, and two year experience as a mechanic; OR an equivalent combination of education and experience.

Required Licenses or Certifications and Tools:

- Must possess a valid Wyoming Commercial Driver's License Class B or be able to obtain one within six months.
- Shall have their own set of tools to needed to work on equipment, specialty tools will be provided by the County.

Required Knowledge of:

- Principles and practices of the mechanic trade.
- Mechanic tools and diagnostic equipment.
- Standards governing the servicing and maintenance of vehicles and equipment.
- Safety protocols relative to the operation of departmental equipment and tools.

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Required Skill in:

- Performing skilled vehicle and equipment servicing functions.
- Assisting in maintaining County vehicles and equipment in safe working condition.
- Safely operating departmental equipment, tools, and vehicles.
- Establishing and maintaining effective working relationships with others.