

Water Authority Position Description

FIELD SERVICER/FUELER

Status	Position Code	Level	Date
APPROVED	FSFU	B60	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

SERVICE AND PERFORM MINOR REPAIRS ON MECHANICAL, ELECTRONIC AND OTHER EQUIPMENT. REPLACE AND REPAIR TIRES, FUEL AND LUBRICATE MECHANIZED EQUIPMENT.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED SUPPLEMENTED BY ONE (1) YEAR OF TECHNICAL TRAINING IN AUTOMOTIVE REPAIR AND MAINTENANCE OR A RELATED FIELD, PLUS TWO (2) YEARS OF VEHICLE MAINTENANCE AND REPAIR EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A NEW MEXICO COMMERCIAL DRIVER'S LICENSE - CLASS A.
REQUIRES HAZMAT AND TANKER ENDORSEMENTS WHEN ASSIGNED TO DRIVE FUEL TRUCK.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM MINOR REPAIR WORK AND ADJUSTMENTS TO VARIOUS WATER AUTHORITY EQUIPMENT, VEHICLES AND PARTS TO INCLUDE PUMPS, SMALL ENGINES, BRAKES, STARTERS, AND OTHER MAINTENANCE ACTIVITIES.
2. SERVICE AND MAINTAIN HEAVY EQUIPMENT INCLUDING BACK HOES, TRAILERS, MINI LOADERS AND FUEL TRUCKS. REPLACE AND REPAIR MINOR COMPONENT PARTS. MAINTAIN AND REPAIR VARIOUS SMALL ENGINES.
3. OPERATE A FIELD VEHICLE AND ASSOCIATED EQUIPMENT TO INCLUDE AN AIR COMPRESSOR, LUBRICATION EQUIPMENT, TIRE CHANGING EQUIPMENT, FRONT END WINCH AND AUTOMOTIVE REPAIR SUPPLIES.
4. OPERATE FUEL TRUCK WITH A CAPACITY GREATER THAN 119 GALLONS TO PROVIDE FUEL DELIVERY TO WATER AUTHORITY EQUIPMENT ON ASSIGNED ROUTE ENSURING DELIVERY TIMES AND MAINTAINING SAFETY.
5. ARRANGE FOR THE SAFE TOW OF EQUIPMENT TO THE SHOP FOR REPAIRS THAT CANNOT BE PERFORMED IN THE FIELD.
6. COORDINATE SERVICE SCHEDULES AND NEEDED REPAIRS ON VEHICLES WITH OUTSIDE AGENCIES.
7. ENSURE ALL EQUIPMENT AND VEHICLES ARE IN SAFE WORKING CONDITION. PREPARE VEHICLE INSPECTION REPORTS.
8. PERFORM EMERGENCY SERVICING AND REPAIRS.

SUPPLEMENTAL FUNCTIONS

1. ESTIMATE TIME, MATERIALS AND EQUIPMENT REQUIRED FOR JOBS ASSIGNED. REQUISITION MATERIALS AS REQUIRED.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF VEHICLE MAINTENANCE AND REPAIR
METHODS AND TECHNIQUES USED TO REPLACE AND/OR REPAIR COMPONENT VEHICLE PARTS
OPERATIONAL CHARACTERISTICS OF FUEL INJECTION ENGINES, AIR COMPRESSORS AND PNEUMATIC TOOLS
OPERATIONAL CHARACTERISTICS OF VARIOUS VEHICLE MAINTENANCE EQUIPMENT
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES

PREFERRED SKILL/ABILITY

PERFORM A VARIETY OF REPAIRS AND ADJUSTMENTS TO VARIOUS WATER AUTHORITY EQUIPMENT AND PARTS
OPERATE A VEHICLE THAT TRANSPORTS FUEL AND HAS A CAPACITY GREATER THAN 119 GALLONS
OPERATE ASSIGNED EQUIPMENT AND TOOLS IN A SAFE AND EFFECTIVE MANNER
ENSURE ALL EQUIPMENT AND VEHICLES ARE IN SAFE WORKING CONDITION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

SHOP AND FIELD ENVIRONMENT; EXPOSURE TO NOISE, DUST, GREASE, WORK IN INCLEMENT WEATHER.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY, MODERATE OR LIGHT LIFTING, WALKING, STANDING OR SITTING FOR PROLONGED PERIODS OF TIME; OPERATING MOTORIZED EQUIPMENT AND VEHICLES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT