



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Lube Technician	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	REVISED:	

Summary: Under general supervision, perform service and repair on automotive, construction and maintenance equipment including lubrication, changing oil, fueling and making minor repairs or adjustments; in the Public Works Department.

Essential Job Functions: *(Essential function, 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 positions in this class.)*

- Inspects, maintains and repairs vehicles and heavy equipment in the repair shop and at job sites in accordance with all safety regulations and procedures.
- Inspect vehicle hydraulic systems, change tires, check and replace lights as needed.
- Check vehicles and equipment for proper operating condition and visible safety defects.
- Drive vehicles and construction and maintenance equipment in and out of service areas; performs road tests of repaired equipment, and transports equipment to job sites as required.
- Clean parts, engine and vehicles with steam cleaner and other cleaning agents.
- Lubricates vehicles and changes oil and filters; fabricates parts as needed including hoses and belts.
- Some metal fabrication and welding as needed for vehicle and equipment repairs.
- Installs and replaces auxiliary equipment as needed.
- Maintains records of repairs made, work orders and time worked.
- Inspects and cleans equipment and facility; reports maintenance needs and deficiencies to supervisor.
- Purchases parts and supplies within scope of authority.
- Read odometer and other measurement devices and record data.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of the care and operation of internal combustion engines and of automotive parts and accessories.
- Knowledge of Federal, state and county safety rules and regulations, including first aid, Mine Safety and Health Administration (MSHA) regulations, and drug and alcohol testing guidelines.
- Knowledge of common tools, procedures, equipment and materials used in making repairs on motorized equipment.
- Knowledge of the procedures for safe handling, disposal and storage of all hazardous materials.
- Knowledge of safety standards and practices in a shop environment.

- Skill in performing journey level mechanical servicing work on a wide variety of automotive and heavy duty truck equipment.
- Skill in maintaining equipment according to standard operating and safety procedures.
- Skill in metal fabricating and adapting parts and tools to specific repairs.
- Skill in reading technical manuals and specifications.
- Skill in the safe use of tools, materials and equipment used in vehicle and equipment maintenance.
- Skill in maintaining accurate service records.
- Skill in establishing and maintaining effective working relationships with County staff.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent; AND two (2) year's vehicle and equipment service and maintenance experience; OR equivalent combination of education, training and experience; must have a valid Commercial Driver's License; special license endorsements and technical certifications may be required.

Employee must provide and maintain the appropriate set of tools to perform the functions of the position.