



**City of Gulfport, Mississippi**  
Job Description

**Equipment Specialist – Equipment Maintenance Division  
(EQSP)**

Department: 335 – Garage Maintenance

EEO Class: Technical

Date Revised: 9.6.2011

FLSA Status: Non-Exempt

Date Approved:

**Position Overview**

The Equipment Specialist performs repairs and maintenance to automotive, construction, material handling equipment and all types of lawn care equipment used by the City. Work assignments will vary in complexity. The Equipment Specialist ensures that City vehicles and equipment are maintained in compliance with established rules and regulations and that they are adequately equipped to perform their intended function. They are highly skilled technicians and able to perform any repair using their extensive knowledge, maintenance manuals, and technical information provided by the manufacturer.

**Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Lubricates, services, diagnoses, repairs, disassembles, and reassembles, components.
- Makes field repairs on all assigned equipment, to include: electrical, hydraulic, mechanical and tire repair on the machine.
- Performs transmission removal and replacement on heavy and light equipment.
- Removes, repairs, and replaces tracks and track components on bull dozers and crawler excavators.
- Manufacturer hydraulic hoses using a hose crimping machine, of various sizes.
- Rebuilding and replaces major components on engines and drive-trains.
- Performs diagnostics on gasoline and diesel engines using modern scan tools, diagnostic equipment and laptop computers.
- Stays informed of technology changes for all equipment within the City fleet by attending training seminars and reading professional publications.
- Performs field and/or shop equipment inspections.
- Rebuilds vehicles and components including internal engine parts, cooling systems, brake systems, fuel injection systems, valves, and pumps.
- Diagnoses electrical and hydraulic problems and interpret wiring schematics.
- Diagnoses and repair computer control systems on engines and transmissions.

- Performs general overhaul and/or tune-up work on automotive and construction equipment and vehicles including but not limited to: overhauling gas & diesel engines, transmissions, differentials, and front and rear axle assemblies, gear box units, and all aspects of suspension.
- Troubleshoots and repairs automotive & construction equipment electrical systems; starting, charging, and lighting.
- Troubleshoots and repairs automotive and construction equipment hydraulic systems, cylinders, valves, pumps, controls, hoses & piping.
- Troubleshoots and repairs automotive and construction equipment gasoline & diesel fuel systems.
- Troubleshoots automotive & construction equipment emission control systems and related components.
- Troubleshoots and repairs air, hydraulic, and air over hydraulic brake systems on both automotive and construction equipment.
- Repairs equipment body damage & prepares & paints as necessary; performs mechanical work essential to performing body & fender repair work such as replacing vehicle body panels.
- Removes, disassembles, and repairs all type of hydraulic cylinders and motors.
- Operate all types of specialized shop equipment including brake lathes, heavy duty tire changers and balancers.
- Skilled in stick and mig welding and able to do metal fabrication and basic body repairs.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must be able to read & understand operators, maintenance service and parts manuals to determine repair needs and procedures to order correct repair parts.
- Must be able to read electrical and hydraulic schematics and perform troubleshooting measures.
- Must be able to understand & utilize the latest electronic troubleshooting & testing equipment to diagnose & repair computer controlled systems on automotive & construction equipment.
- Must be able to perform troubleshooting & repairs to crawler/tracked equipment systems such as: adjusting, repairing, and/or replacing track assemblies; adjusting, repairing, and/or replacing steering clutches, and other components from track type equipment.
- Ability to communicate effectively with those contacted in the course of work, both orally and written.
- Ability to follow written and verbal instructions.
- Ability to complete forms and maintain manual and computerized records; enter data into terminal or keyboard device.

- Ability to comprehend and make decisions base on written materials such as repair manuals.
- Ability to learn and retain information presented in structured lecture format.
- Must have the ability to multi-task.

### **Mathematical Abilities**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must be able to interpret and work from sketches, schematic drawings, and other diagrams. Ability to deal with problems involving several concrete variables in standardized situations.

### **Education and Experience**

High school diploma or equivalent. Five (5) to ten (10) years experience in the automotive/construction industry. Specialized training courses from an established and accredited institution in the Automobile Technology Field high recommended; additional experience in automotive mechanical repair work at the journeyman level is preferred.

### **Required Licenses or Certificates**

Must possess valid Mississippi driver's license. Possession or ability to obtain a valid Mississippi commercial driver's license (CDL) Class B is required. Certification by the National Institute for Automotive Service Excellence (ASE) and/or other recognized certification in at least one of the following areas: brakes, steering, and suspension, engine performance, air conditioning and heating, automotive electrical, and drive train systems. Anyone not having an ASE certification at hire can be given up to 1 year from the date of hire to get an ASE certification.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements listed are representative of those at a minimum that must be met by an employee to successfully perform the essential functions of this position.

They include frequent standing, walking and bending; using arm and back while performing functions of climbing, stooping, kneeling crouching, and occasional crawling. Must be able to routinely lift and/or move a minimum of 50 pounds. Visual acuity is required to see close, color, adjust to focus and depth perception. Hand and eye coordination and manual dexterity necessary to operate equipment. Good hearing ability is critical to adequately perform the functions of this job. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

Working conditions are those of a typical full-scale mechanic service/repair shop and employees are subject to engine exhaust fumes, airborne particles from grinding & drilling, toxic or caustic chemicals, welding operations hazards, moving in & around large machines & their moving mechanical parts. Noise level is moderate to loud.

### **Job Tool Requirements**

The Equipment Specialist will be required to have his/her own personal tools in a lockable tool box of sufficient size to securely store all within. NOTE: A complete list of required tools will be provided upon hire. Large pneumatic & electrical tools & equipment will be provided by the City.