



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Vehicle Technician/Utility Worker
REPORTS TO: Fleet & Warehouse Supervisor

STATUS: Non-exempt / Union - IBEW
RANGE: Contract

POSITION SUMMARY: The Vehicle Technician/Utility Worker position is responsible for the day-to-day activities of the company's fleet assignments and assisting in the support of the Electric Service Center warehouse functions. The fleet assignments involve the performing of diagnostic tests and fleet maintenance, which includes washing and fueling, repairs on vehicles and responding to vehicle breakdowns. This position will provide occasional warehouse support consisting of all warehouse functions, including building maintenance. Assignments are received in the form of driver write-ups, maintenance work orders, established maintenance program schedules and/or verbal instructions from supervisor. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Responds in a timely manner to vehicle or equipment breakdowns.
5. Ensures fleet work orders are processed daily and repairs are scheduled and completed in a logical and prioritized manner.
6. Understands the fleet maintenance schedules and what each service type requires in order to be completed as scheduled.
7. Works with Main Office, Water Service Center and Electric Service Center customers to schedule fleet maintenance work to minimize down time and maximize fleet department effectiveness.
8. Maintains an orderly, clean and safe shop. Uses safe practices, maintains safety awareness and remedies any safety hazards. Wears appropriate PPE as required.
9. Takes responsibility of the fleet department operations, including parts and scheduling. Notifies supervisor when shop stock needs to be ordered or when used oil needs to be picked up.
10. Ensures excellent quality of service to all internal and external customers.
11. Ensures required paper processing, cost coding and record keeping in the fleet and warehouse departments are completed with accuracy and in a timely manner.

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12. Maintains current mechanical knowledge in order to repair all SUB vehicles and equipment.
13. Keeps supervisor informed with regular updates on schedules and/or any issues that arise.
14. Maintains a valid Oregon CDL Class A driver's license and with hazmat and tanker endorsements and a good driving and safety record.
15. Participates in SUB's spill response team. This team responds to manageable liquid spills and minor hazardous waste clean-up.
16. Performs general building maintenance on SUB's facilities as directed.
17. Delivers warehouse issued material to job sites.
18. Maintains, repairs and tests construction tools, salvage materials and other such items as assigned to warehouse/fleet department.
19. Develops and maintains knowledge of the process of material issues, over-issues and receiving materials in the warehouse, as well as the paper and computer procedures required.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Minimum four years of recent experience as a diesel and/or automotive mechanic
- ASE certifications in automotive and truck repair strongly preferred
- Fleet experience in a utility preferred

Education/Licenses/Certifications

- Associate's degree in automotive and/or diesel technology from a community college or other institution
- A substitute for an Associate's degree could be six years of recent experience as an automotive and/or diesel mechanic and a high school diploma or equivalent
- Driving is an essential function of this position. Therefore, a valid Oregon Class A CDL driver's license with hazmat and tanker endorsements (must obtain within first six (6)-months) is required.
- Possess and maintain Forklift certification, or the ability to acquire one within six (6) months of employment.
- Possess and maintain Hazwoper Emergency Response certification, or the ability to acquire one within six (6) months of employment.

Knowledge, Skills & Abilities

- Demonstrated current mechanical knowledge and expertise in each of the following areas:
 - Heavy equipment power systems (gas and diesel engines)
 - Drive trains (transmissions and axles)
 - Brakes (hydraulic and air)
 - Hydraulic systems (boom and manlift systems)
 - Vehicle electrical systems
 - A full complement of personal mechanic tools to perform the duties of this position

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working on and around vehicles, even in inclement climatic conditions, at night and at the end of a 16-hour emergency shift (with no sleep and break only for meals).
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers and in stressful situations. Makes decisions quickly and calmly when working in the field or shop. Thinks and reacts quickly in emergency situations
- **VISION:**

Far Visual Acuity: Assesses status of fixtures (i.e. wires, and devices) under the hood of a vehicle. Sees adequately to drive line truck.

Near Visual Acuity: Reads small print on maps, mechanical drawings, labels, reports, computer screens, metal plates on transformers and construction drawings.

Peripheral Vision: Maintains full field of vision in all directions to assess proximity to construction hazards, traffic, co-workers, movements of equipment.

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Color Vision: Judges red, green and yellow traffic lights adequately to drive line trucks on highways.

Depth Perception: Judges depth very accurately to: (1) Ensure safe work practices while working on equipment; (2) Assess equipment in traffic.

Night Vision: Maintains the visual abilities listed above when working at night and in poor light and inclement weather condition.

- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Accurately hears the high-pitched back-up horns of equipment. Hears adequately to operate a two-way radio.
- **COMMUNICATION:** Communicates clearly to be accurately understood when speaking to a co-worker despite heavy background noise from traffic, construction equipment or wind, and when visual signals cannot be used. Speaks clearly, communicating by two-way radio.
- **STANDING:** The worker stands on the job usually a minimum of 30 minutes at one time. The worker may actually be on their feet four hours at one time, but maneuvers around the work site at intervals. Total standing time is 50% - 100% of the average shift.
- **SITTING:** Worker sits on a bench-style pickup seat one and one-half hours maximum at one time while driving to a job site. Total sitting is one to two hours per shift
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/4 to 1/2 mile. Total walking per shift is 20% - 40%.
- **LIFTING/CARRYING:** 0-10 lbs. - Continuous; 11-20 lbs. - Continuous; 21-50 lbs. - Frequently; 51-75 lbs. - Frequently; 75-100 lbs. - Occasionally
- **PUSHING/PULLING:** Pushing/pulling using hand tools and pulling out materials and parts off of engines and equipment from trucks.
- **REACHING/HANDLING:** While in bent over position, worker occasionally works at full extent of his/her reach and leans over while using tools, often in awkward positions. Grips and firmly holds hand tools, lines and equipment for several minutes at a time. Operates several lever controls on boom or bucket truck as well as knobs and levers on brush chipper. Uses feet to operate buttons which control movements of boom bucket truck and stringing equipment. Uses jack hammers, chain saws, electrical drills, electric and gas welder, and hydraulic tamps.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items out from under the hood of a vehicle. Often works in awkward positions.
- **CLIMBING:** Climbs hills and walks over uneven ground while getting to disabled vehicles.
- **CRAWLING:** May have to crawl under vehicles if repairs are done in the field.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around petroleum products. Exposed to noise from traffic construction equipment near construction sites, jack hammers, hydraulic saws and tamps. Hearing protection is provided. Exposed to chemicals used with vehicles. Exposure to mineral oils if transformers or other equipment is damaged. Exposure to numerous types of pollen. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Lumber, plastic, wire, bolts and chemicals.

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- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, hydraulic tree trimming saws, hydraulic tamps, aerial lifts, fork lifts and trucks.

Persons with special needs may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the department to accommodate the limitation.

Revised: March 25, 2024