

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 08/17/2016 until filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Equipment Monitor

JOB CLASS (GRADE):

HOURLY RATE: \$12.14

LOCATION: Parks and Beautification

WORK WEEK/ HOURS: Varies

DEPT. HEAD: Stephen Lawson

(X) REPLACEMENT () NEW REQUIREMENT

SUMMARY:

The Equipment Monitor is responsible for the maintenance of light-duty vehicles, tractors, trailers, mowers, grass cutting machinery/equipment, and other related vehicles.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Weekly inspection of all vehicles for safety: checking and adjusting lights, brakes, horn, steering, tires and other safety checks.
2. Servicing: checking and replacing oil, lubricating of vehicle/equipment, checking all fluid levels.
3. Cleans, repairs, and makes minor adjustments to vehicles and equipment.
4. Installs and takes down fences.
5. Provides direct inventory control of all equipment.
6. Provides direct inventory. Control of all vehicles.
7. Provides direct inventory control for inmate details equipment and supplies.
8. Organizes and maintains equipment shop for proper equipment control and inventory.
9. Moves, sets up, and takes down barricades, bleachers, scaffolding, stages, office furnishings, various equipment, etc.
10. Performs preventive maintenance checks on assigned equipment/structures and reports those in need of repair.
11. Services and repairs small engine equipment: minor electrical repairs and tire repairs.

12. Performs a variety of manual tasks such as: cleaning sewers, fence installation, drainage ditches and drains, digging holes, trenches and excavations, and patching holes.
13. Performs landscape maintenance-related duties such as planting and cutting grass, shrubs, flowers, etc.
14. Performs routine maintenance every Friday on zero-turn mowers including sharpening all blades, cleaning all air filters, checking fluid levels, and other routine repairs.
15. Issues and inventories equipment to Department personnel.
16. Completes special projects and performs other miscellaneous duties as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Equipment Monitor must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of standard of materials, tools, and equipment applicable to a municipal parks and recreation department.
- Knowledge of records management, work orders, and inventory control equipment maintenance.
- Knowledge of occupational safety and health regulations.
- Knowledge of personal computers and basic programs.
- Ability to diagnose problems in equipment and vehicles.
- Ability to operate a wide-range of vehicles and tools.
- Ability to maintain effective working relationships.
- Skill in the use of the tools, machinery, and related equipment of the trade.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Equipment Monitor should possess, at minimum, a high school diploma or equivalent, with at least five (5) years' experience in operating and repairing small vehicles and equipment; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Equipment Monitor is required to travel frequently through the entire County.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, coworkers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

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. The employee must be able to complete moderate-to-heavy physical activity in lifting, stretching, and standing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed at outside facilities where the employee is exposed to noise, dust, dirt, grease, irritating chemicals, machinery with moving parts, and inclement weather.

*If you feel you qualify for the above position, you may obtain an application at the **Human Resources Office** or complete the **General Application** located at www.maconbibb.us. The application should be returned with a resume, copy of educational verification and 2 Professional Letters of Recommendation, if available. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER