



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
03/01/2004;01/01/06,01/01/07

JOB TITLE: Equipment Service Worker

DEPARTMENT: Fleet Services

FLSA Status: Non/ Exempt

HOURS: 7:00 a.m. 3:30 p.m.

SALARY RANGE: \$8.45 - \$12.70 /
 hr

LEVEL: 6

Under immediate supervision, is responsible for work of routine difficulty in servicing automotive vehicles with gasoline, oil and lubrication.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Conducts routine maintenance on fleet vehicles, equipment and facility, such as tire repair, oil change, cleaning vehicles, equipment and shop.
- Provides assistance to service technicians such as part or tool retrieval, performing routine tasks, and obtaining parts from parts distributor.

QUALIFICATIONS

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, skill and or ability required.

- Must possess a valid Driver's License.
- Fundamental knowledge of small engines and small engine repair such as tire repair, lubrication, oil/filter changes, and checking fluid levels.

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. While performing the duties of this job, the employee will be required to manipulate objects weighing up to fifty (50) pounds and lift such objects to waist high.