



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 1, 2014
(only change if revisions are made)

Agency: Dept of Transportation

Division: Highway Division

This position description is for:

- A new position that is being established
An existing position that is being revised
No change - Annual review

Service Type
of this position is:
(Check one box only)

- Classified (C):
Represented (fill in 1.j below)
Unrepresented
Unclassified:
Executive Service (Z)
Management Service (X):
Supervisory
Managerial
Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Heavy Equipment Technician 1
b. Classification No: C4437
c. Effective (Est.) Date: October 19, 1971
d. Position No: 3471142
e. Working Title: Fabrication Technician
f. Agency No: 73000
g. Section Title: Fleet Services Section
h. Budget Auth No: 000456880
i. Employee Name: Stephen Simons
j. Union Repr Code: SEIU(OA)
k. Work Location (City - County): La Grande - Union
AEE (E)
l. Supervisor Name: Nicholas Antoine

m. Position: Permanent, Seasonal, Limited Duration, Double Fill
n. Position: Full-Time, Part-Time, Intermittent, Job Share, Academic Year
o. FLSA: Exempt, Non-Exempt, If Exempt: Executive, Professional, Administrative
p. Eligible for Overtime: Yes, No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation (ODOT) is responsible for the construction, improvement, maintenance, and safe operation of the state transportation system. There are approximately 4,500 employees working in ODOT to achieve the agency's mission of providing an efficient, safe transportation system that enhances Oregon's economic competitiveness and livability. ODOT is comprised of ODOT Headquarters and four major divisions: Central Services, Driver and Motor Vehicles, Motor Carrier Transportation Division and Operations. The Operations Division includes:

Public Transit, Rail, Transportation Safety, Transportation Development, Highway, Active Transportation, and Research.

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The Maintenance & Operations Branch provides overall program, policy, and provides technical support for the 19,128 center lane miles managed by the agency's 1300 maintenance and operations crews. These crews are responsible for all maintenance, operations, and permitting activities, as well as providing support to the entire agency for all Emergency Operations, System Operations & ITS, Traffic Operations Centers, and other programs. Roles and responsibilities include determining strategic direction, developing and implementing policies and guidelines, managing through subordinate managers who administer special programs, providing expertise, technical guidance, and other resources to ensure the efficient, effective and consistent maintenance and operation of Oregon's transportation infrastructure. Through approximately 180 FTE, the Maintenance & Operations Branch manages a \$400 million biennial maintenance limitation and the \$17 million limitation for Operations. (This includes \$52 million allocations for the Fleet Services Section and \$24 million for fleet acquisition.)

A brief summary of Maintenance & Operations Branch Sections basic responsibilities and functions:

**Emergency Operations Program**— direct and manage statewide Emergency Operations Program and oversee effective use of the ODOT Emergency Operations Plan, which addresses all hazards that could impact Oregon's transportation system and ODOT staff and business functions. Ensures that plan content and accompanying staff training are current, in order to mobilize under emergency conditions in Oregon or in response to request for assistance from neighboring states. Develop agreements with other state and local agencies for emergency operations and develop training materials and practice drills for ODOT staff. Program provides direct oversight of major emergency response through participating as ODOT's representative at the Emergency Coordination Center and the Agency Operations Center with the State Maintenance & Operations Engineer serving as Incident Commander and to other operations centers located at the regional levels.

**Fleet Services Section** – direct and manage the three Fleet Repair Shops in Salem, Bend, and La Grande and the heavy equipment mechanics co-located in maintenance yards statewide. The program has 135 FTE. The program is also responsible for a Fleet Operations unit that handles the design, procurement, inventory, and transport of all fleet acquisition for all light and heavy equipment, including electrical or hybrid equipment, Fleet Information Management System (FIMS) and Fleet Fuels Management System (FuelFocus) and Supply Operations Unit responsible for individual oversight of fuel, property distribution and recycling, transport services, warehouse/storeroom storage and delivery, and the sign shop providing services to the entire agency.

**System Operations & ITS Section** -- directs and manages the Operations program for ODOT. Provides statewide strategic direction, policies and guidelines for all applications within the agency and coordinates efforts to develop projects, implement and utilize ITS products and services, and seeks and maintains partnering opportunities with federal agencies, neighboring states and other

state and local agencies, and private vendors under contract for ITS activities that benefit the entire transportation system. Direct oversight and management of the web-based ODOT *Trip-Check* Traveler Information System, weather monitoring systems, and provides statewide coordination of 4 Transportation Operations Center functions. This Section also houses the Traffic Signal Services Unit, which has direct oversight of testing, testing procedures, maintenance and repair of all electronic traffic control equipment on state highways in Oregon through the management of the only approved testing lab for electronic traffic control equipment in Oregon. Conducts testing of all electronic traffic control equipment installed in Oregon. Develop and direct statewide training programs for the maintenance and repair of traffic signals, ITS devices and electronic traffic control equipment used by ODOT.

**Maintenance Services Section** – Directs and manages a variety of stand-alone maintenance support programs, such as:

Maintenance Environmental Program – coordinates, negotiates, implements and oversees statewide agreements with various state and federal regulatory agencies on maintenance practices and ODOT's system operational requirements to develop agreed upon best management practices to ensure compliance with over 60 different environmental laws. Program staff also develops policy and provide input on proposed policy that supports best management practices intended to meet environmental regulations or environmental stewardship goals. Program staff provides technical support, training, and problem resolution for the clean water, winter maintenance, forestry, and vegetation management issues and concerns statewide in support of maintenance and construction activities and projects.

Field Services Training Program – researches, develops and implements maintenance best management practices, revisions to operating techniques and provides assistance on maintenance program activities through one on one coaching and formal training such as the Statewide Maintenance Academy and other technical and equipment training. This training is used by maintenance crews, liaisons and other federal, state (including neighboring states) and local city/county government agencies or stakeholders. This program also provides technical support to various management or leadership teams, such as Fleet Advisory Committee, Statewide Pavement Marking (striping) and signing efforts; as well as supports other leadership teams involved with maintenance policy and leadership duties.

Maintenance Services -- maintains maintenance policy and operating guidance documents such as operational notices and directives, the Maintenance Guide, develops interagency agreements, proposed changes to Oregon Administrative Rules related to maintaining and operating the highway system and its right of way for adoption by the Oregon Transportation Commission. Program management responsibilities include: oversight of the Sno-Park Program, Youth Litter, Safety Rest Areas, Adopt-A-Highway, and third party permitting guidance for utility & miscellaneous permits and maintains official records for access, miscellaneous and utility permits on ODOT right of way.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The primary purpose of this position is to perform maintenance, repairs, and/or modifications to extremely specialized and complex equipment used in highway maintenance, construction and testing throughout the State of Oregon. This position is responsible for keeping the equipment on-line and ready to use during all critical use periods, ensuring quality, timely, and cost-effective repairs. They must overhaul and repair engines, transmissions, transfer cases, steering gears, spray heads, hydraulic pumps, cylinders, and be available to rotate through other Districts and Regions in

emergencies, assist fellow Technicians, perform fleet repair, equipment review, and inspection as needed.

### SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

*The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.*

% of Time	N/R/NC	E/NE	DUTIES
65%	R	E	<p>Perform welding, cutting, fabrication, and equipment modification. Typical tasks include repair and modification to all ODOT and highway maintenance equipment using mobile and stationary welding and cutting equipment, arc and wire feed welders, acetylene torches, and plasma arc cutters while performing welding, hard facing, brazing, soldering, and cutting processes on a variety of metals. Fabricate and modify component parts using drawings, sketches, or based on verbal or written descriptions of intended functions. Utilize standard and computerized numerical controlled (CNC) machinery to include shears, band saws, pattern cutters, hydraulic presses, radial arm drills, press brakes, portable boring machines, etc.. Build and install new parts or components for equipment or modify existing parts or components. All tasks are performed on a variety of equipment which includes, but is not limited to, backhoes, excavators, loaders, bulldozers, motor graders, trucks, snow plows, rotary snow blowers, sanders, anti-icing equipment, paving plants and equipment, rollers, forklifts, AC power generators, cars, light-duty trucks, passenger vehicles, and all other types of light to heavy equipment.</p> <p>Keep tools, equipment, and work areas safe, clean, and hazard-free, always work in a safe manner, use the appropriate safety and personal protective equipment, and follow all policies and procedures as they relate to each task performed. All processes and duties may be performed in a variety of locations, such as a repair shop, highway maintenance station, or an on-location, field environment on an as-needed basis.</p>
			<p>Records Maintenance. Typical tasks include: Tracking daily hours spent on jobs by tasking on and off of work orders in the Fleet Information Management System (FIMS). Maintaining an accurate account of all total hours worked or leave taken on a Monthly Payroll Time Sheet. The timesheet is to be completed, tallied and turned in on the last working day of each month. The timesheet must reflect the work time recorded in FIMS. Completing Daily Timecard if required by Shop Manager, Shop</p>

			Supervisor, and Shop procedures. Completing inspection reports or any other related reports as requested by the crew supervisor, office coordinator, or maintenance managers. Maintaining inventory of personally-owned tools.
			Must manage time effectively to maximize productivity, customer service, and to eliminate tardiness and minimize absenteeism.
20%	R	E	<p>Perform equipment repair and diagnosis. Typical duties include: troubleshoot, repair, maintain, and modify all types and sizes of highway maintenance, anti-icing, and snow removal equipment in a shop and mobile environment. Repair, replace, adjust, or modify equipment components such as gasoline, liquid natural gas (LNG), propane, and diesel engines, clutches, transmissions, differentials, drive axles and power train components, including hydrostatic/-mechanical drive systems. Troubleshoot, adjust, modify, repair, or replace components in fuel injection, carburetor, propane, and liquid petroleum fuel delivery systems. Troubleshoot, repair, install, and adjust air, hydraulic, and mechanical braking systems and their associated air, vacuum and hydraulic power sources. Repair, maintain, and diagnose cooling systems, heating, air conditioning, and climate control systems. Diagnose, adjust, repair, or replace components in mechanical, hydraulic, and air assist steering systems, steering linkages, and chassis suspension systems. Diagnose and repair electrical systems, including starting, charging, lighting, ignition, fuel, anti-lock brake, transmission, climate control and on-board electronic monitoring systems using a laptop computer, vehicle computer scanning tools, oscilloscopes, digital volt ohm meter (VOM), battery charging system testers, AC evacuation/reclamation equipment, etc.. Diagnose, adjust, and repair hydraulic systems using pressure gauges, flow meters, and temperature gauges. Replace components of high and low pressure hydraulic systems including pumps, motors, and hydrostatic drive systems with air, electric, and manual hydraulic controls. Repair and replace hydraulic cylinders, actuators, valves, and fabricate and install hydraulic hoses. All tasks are performed on a variety of equipment which includes, but is not limited to, backhoes, excavators, loaders, bulldozers, motor graders, trucks, snow plows, rotary snow blowers, sanders, anti-icing equipment, paving plants, rollers, forklifts, AC power generators, cars, light-duty trucks, passenger vehicles, and all other types of light to heavy equipment.</p>

10%	R	E	Perform equipment inspection and diagnosis. Typical duties include: conduct test drives, physical inspections with written documentation and operational tests on equipment. If possible, before starting to repair or maintain the equipment; determine the extent of needed repairs, create estimates of time and materials for customers, coworkers or commercial vendors. Conduct post-repair inspections of equipment prior to returning it to service to determine if repairs have been repaired properly, cost-effectively, and is safe to be put into operation. Using the official ODOT Fleet Inspection form and working closely with customers, coworkers, and repair shop coordinators, insure that all safety, maintenance, and repair issues are handled in the most effective and expedient manner possible. Must maintain a valid class A Commercial Driver's License (CDL) and the ability to drive. Must conduct a proper Pre-Trip Inspection or Walk-Around Inspection of all equipment requiring a CDL prior to operation. Drive and operate a heavily loaded service truck, both on and off road, in all weather conditions, day or night, as dictated by customer needs.
5%	R	NE	Perform miscellaneous administrative duties. Typical tasks include: provide guidance on unusual or difficult repair and maintenance tasks to all concerned parties. Review, inspect, and receive work done by fellow Technicians, agency repair facilities, other agencies, and commercial vendors to ensure that it is complete, functioning properly, and done in a timely manner.

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100%

#### SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Works in adverse and extreme weather conditions, day or night. Exposed to dust, welding and cutting fumes, exhaust fumes, petroleum products, de-icer chemicals and herbicides, and high noise levels sometimes requiring the wearing of personal protective equipment (PPE).

Some daily tasks or duties may require working along roadsides with exposure to traffic, and working alone in isolated and remote areas such as rock pits, stock pile areas and mountain top communication sites.

Overnight travel and overtime work will be required.

The Technician can be expected to work with personnel of other classifications along with, personnel from other agencies, and personnel from commercial vendors, giving instruction or direction to achieve common work goals and results.

Working in an ethical, professional, and cost-effective manner is an absolute must, to promote a positive image of ODOT to our customers and the general public at all times.

This position requires hard physical labor during all types of conditions, such as standing, bending, stooping, and climbing on, over, under, and around all types of equipment. Physical lifting of up to 50 pounds or more is required, with assistance lifting of up to 100 pounds or more on a periodic basis.

This Technician must have and maintain a valid Class A Commercial Driver's License (CDL) with the proper endorsements and a PUC Medical Examiner's Certificate is required along with being submitted to a federally-required random drug and alcohol testing program.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

ODOT Policies and Procedures, Affirmative Action/Equal Employment Opportunity Plans, Collective Bargaining Agreements, OR-OSHA Rules and Regulations, Fire Marshal Rules and Regulation, DEQ Rules and Regulations, Federal and State PUC and Motor Vehicle Uniform Codes, ANSI Standards, Training/Orientation Manuals, Technical Repair Manuals, Equipment Flat Rate Manuals, Industry Repair Standards, ODOT Financial Administration and Standards Manual; FIMS instructions

**b. How are these guidelines used?**

Procedures, policies, rules, directives, and standards are used to perform the duties of a heavy equipment Technician.

Several of the guidelines ensure that employees understand their responsibilities when operating in a group and protect their right to work in a safe, positive environment, free from harassment and abuse.

Ensure proper repair is completed using correct parts and within appropriate timeframes. Ensure activities are in compliance with established guidelines. Promote safety and a positive work environment within all work areas.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
Shop Supervisor/ Coordinators	In Person	Schedule Work	Daily
Crew Supervisors	Phone/In Person/Radio	Advice, supply information, problem-solving, schedules	As needed
Transportation Maintenance Managers	Phone/In Person/Radio	Schedule work, equipment repairs, supply information	Daily

Who Contacted	How	Purpose	How Often?
Crew Coordinators	Phone/In Person/Radio	Schedule work, equipment repairs, supply information	Daily
Section Employees	Phone/In Person/Radio	Equipment-related problems	Daily
Area and Branch Safety Managers	Phone/In Person	Reporting, accessing safety	As needed
Vendors	Phone/In Person	Securing parts and services	As needed
Commercial Shops	Phone/In Person	Securing services, scheduling work	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

### a) Describe the typical decisions of this position.

The Technician is responsible for performing repairs to complex and specialized equipment in the most safe, expedient and effective manner possible using all available resources. Good judgment is required to determine how resources are to be used in getting equipment repaired or replaced, how to set priorities for self and others, and to determine where and what methods are most timely and cost effective.

Technical knowledge and experience is essential for independent decision-making required to accomplish these duties. Decisions are made based on all available information such as: customer needs, weather conditions, priority and timeliness, cost-effectiveness, equipment availability, and the use of all available resources.

### b) Explain the direct effect of these decisions.

Poor decisions can have an adverse impact on the safety of operators and other personnel, will increase repair and operational costs, increase equipment downtime, and greatly reduce our customer's ability to perform their duties.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
Automotive/ Heavy Equipment Repair Supervisor	3471090	Surveying customers	As needed	Service delivery and customer satisfaction



Classification Title	Position No.	How	How Often	Purpose of Review
Automotive/ Heavy Equipment Repair Supervisor	3471090	In person, one-on-one, using various reports	Daily and as needed	To ensure completeness and timeliness of work, all associated business paperwork, to determine problems, areas requiring improvement or further training, and to address achievements and accomplishments.
Automotive/ Heavy Equipment Repair Supervisor	3471090	Written Performance Appraisal	Annually	To manage employee performance by promoting employee understanding of successful job performance and commitment to objectives and goals central to the success of the Department.

**SECTION 9. OVERSIGHT FUNCTIONS FOR *MANAGEMENT SERVICE SUPERVISORY (MMS)* POSITIONS ONLY**

a. How many employees are directly supervised by this position? 0  
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This Technician is required to maintain a valid Class "A" Commercial Driver's License (CDL) with the proper endorsements and a Public Utility Commission (PUC) Medical Examiner's Certificate and the ability to drive. Must have an acceptable driving record. Will be required to participate in federally-required random drug and alcohol testing program.

The Technician is required to attend continual training classes and workshops to stay current on technical advances, changes in vehicle codes, and DOT requirements.

May be required to acquire and maintain licenses and certifications in areas such as propane fitting, refrigerant recycling, confined space entry, and respirator use.

Automotive Technicians, Heavy Equipment Technicians and Machinists shall provide their own tools, typical of what would be required by a Technician in a commercial automotive or equipment repair shop, and sufficient to perform the normal duties of their trade. Specialty tools and equipment which fall outside the normal "tools of the trade," such as grinders, heavy duty air tools, hydraulic test equipment and vehicle specific diagnostic test equipment, are provided by ODOT.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area ( <i>Personal Services; Services &amp; Supplies; Capital Outlay</i> )	Biennial Amount (\$00000.00)	Fund Type ( <i>General; Other; Federal; Lottery</i> )
Services and Supplies	\$2,500 per transaction	

**DESIGNATION OF CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:**

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more box is checked yes, a CBC is required prior to filling the position.

The employee in this position...

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems.  Yes  No  
 This relates to having responsibilities that involve development, programming, installation, maintenance, or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data.
2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments.....  Yes  No
3. Has responsibility for payroll functions.....  Yes  No
4. Has responsibility for purchasing or selling property, or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties.....  Yes  No
5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information, or criminal background information.....  Yes  No

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart.

**Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.**

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Appointing Authority

# Eastern Oregon Fleet Repair Services 25 FTE

