

# Classification and Qualification



# STANDARDS

The California State University System

## Equipment Maintenance Assistant

*Class Code 7000*

*Date Established 07-01-80*

*Occupation Index Reference P-1*

### **DEFINITION:**

Under general supervision, performs semi-skilled equipment maintenance in the servicing, adjustment, and repair of a limited variety of electrical, mechanical, electro-mechanical, electronic or specialized equipment and devices; or serves as an assistant to an equipment technician on assigned projects.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents of positions in this class typically are assigned to service a limited variety of equipment which must be continuously in operable condition, which needs routine servicing to prevent breakdown and to maximize service, which can be made operable by simple and quick procedures after routine checking of normal failure points or which can be repaired by replacement of parts, adjustment or other bench repair using common hand tools and standard procedures for equipment maintenance. Troubleshooting requiring analysis is normally performed by a technician and would not be assigned to positions in this class. Troubleshooting involving routine procedures to localize the area of difficulty and other standard instructions and procedures to be followed in case of equipment failure can be assigned to positions in this class.

This class should be used for positions which are assigned equipment maintenance 50% or more of the time and should not be used for positions assigned primarily for operating equipment or providing an issuing service.

### **Examples of Typical Activities:**

Checks parts for proper functioning; disassembles, cleans, and reassembles parts; checks and lubricates moving parts, makes adjustments; corrects alignment; checks parts for wear; replaces parts; checks electrical connections; learns procedures to follow in servicing equipment; reads gauges and dials; checks levels of solutions; identifies sources of problems signaled by indicator lights; checks fuel supply; observes running conditions related to noise, over-heating, etc.; cleans equipment and surrounding areas for safety; assists technicians in repairing, installing or overhauling equipment by disassembling parts; operates equipment to test for appropriate functioning; replaces lights, belts, filters, and cartridges; cleans screens; adds fuel, oil, anti-freeze or other agents to equipment; observes systems for temperature, pressure, and other parameters; uses simple indicator test equipment or devices to indicate proper functioning; learns to read instructions on suggested maintenance; replaces worn electrical connections; adds ground wires; follows manuals and maintains schedules suggested by performing maintenance or arranging that it be done by more skilled personnel; orders parts and keeps simple records; maintains inventory of equipment.

## MINIMUM QUALIFICATIONS:

### **Knowledges and Abilities:**

Knowledge of common methods and practices used in equipment maintenance, servicing, and repair; knowledge of hand tools used in electrical and mechanical repair; familiarity with the characteristics, terms and operation of electrical and mechanical equipment.

Ability to learn simple repair and servicing of equipment. Ability to read and write at a level appropriate to the duties of the position; mechanical aptitude: ability to do simple arithmetic computation, ability to follow written and oral directions; general knowledge of hand tools and their common uses in equipment repair; manual dexterity for handling equipment parts.

and

### **Experience:**

Equivalent to two years of experience in the servicing, maintenance, operation, or assembly of equipment including experience using hand tools to make adjustments following specific procedures for maintenance.

or

Equivalent to two years of trade school or apprentice training in equipment repair.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** Yes  
**Employee Category:** Non-Academic