



January 2019  
Class Code: A-50  
FLSA: Non-Exempt

## **FLEET AND EQUIPMENT MAINTENANCE MECHANIC**

### **DEFINITION**

Under general supervision, performs routine to difficult maintenance and repair of the District's fleet of vehicles, heavy equipment and pesticide application equipment; maintains, repairs, designs, and fabricates a variety of tools and equipment used for mosquito control and surveillance activities; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fleet and Equipment Maintenance Coordinator. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

This is fully qualified journey-level classification responsible for performing skilled vehicle maintenance work on the District's vehicles. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Fleet and Equipment Maintenance Coordinator in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower level staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs vehicle repairs including major tune-ups, minor engine overhauls, carburetor rebuilding and adjustment, and tire repairs.
- Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field staff; determines reasons for malfunction and extent of needed repairs.
- Performs scheduled preventive maintenance inspections on a variety of light- medium- and heavy-duty equipment.
- Assists with the modification, development, design and fabrication of specialized equipment for the District.
- Performs light welding and fabrication for modification of specialized spray and control equipment.
- As assigned, operates steam cleaning and painting equipment; operates forklift.

- Checks completed work and maintains appropriate daily records of repairs, service work completed, and parts used on vehicle maintenance log; may prepare other related reports for review by supervisor as needed.
- Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals and motor oil.
- Reads, interprets and works from manuals, diagrams and written instructions.
- Assists in maintenance and repair of District owned facilities including landscaping, minor building repairs, and modifications.
- As assigned, performs related or higher-level essential tasks as necessary to maintain operations in the absence of the supervisor.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.
- Operational characteristics of a diverse range of systems and components in light and heavy vehicles and equipment.
- Methods and techniques of using specialized light and heavy vehicle and equipment diagnostic tools.
- Operation and maintenance of a wide variety of hand, power and shop tools, and equipment common to the field.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Methods and techniques of safely handling chemicals and other hazardous materials used in District operations.
- Methods and techniques used to calibrate and/or repair small engines, blowers, pumping systems and chemical application equipment such as sprayers and other related items.
- Practices and procedures of shop and field welding including the operation of oxyacetylene and electric arc welding equipment; welding properties of various metals and alloys.
- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alternation of building facility and equipment.
- Construction principles, methods, materials, tools, and equipment in multiple trades areas such as carpentry, mechanical, electrical, and plumbing.
- District and mandated safety rules, regulations, and protocols.
- Shop mathematics.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Independently diagnose and repair a wide range of complex mechanical problems in both light and heavy-duty vehicles.
- Operate and maintain a wide variety of hand, power and shop tools, and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare records and basic reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Maintain logs and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in fleet maintenance and/or one of the building trades and three (3) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment including minor fabrication and welding experience.

**Licenses/Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Automotive Service Excellence (ASE) Master Certification in either Automotive or Heavy Truck repair is desirable.
- Automotive Service Excellence (ASE) certifications in the field for which the incumbent does not possess a Master Certification is desirable.
- Automotive Painting certification is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in the shop and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 70 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the shop and field environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.