



January 2019  
Class Code: A-43  
FLSA: Non-Exempt

## **FLEET AND EQUIPMENT SERVICES TECHNICIAN**

### **DEFINITION**

Under general supervision, assists in the daily work of the maintenance shop and facilities, including maintenance and repair of the District's fleet of vehicles and pesticide application equipment, District buildings, grounds, and related equipment; performs specialized functions of rat bait tube production; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This is a fully qualified journey-level classification responsible for performing routine maintenance work on the District's operational equipment, facilities and 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.

### **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.*

- Prepares rat bait from finished materials; breaks down bulk materials into proper size bait blocks using prearranged techniques; cuts and fabricates plastic extrusion stock to specific size; makes drill holes to attach caps, tags, and security wires.
- Assists with the mixing of pesticide formulations and dispensary equipment.
- Keeps assigned equipment in working order; makes repairs and calibrations of equipment where practicable and reports deficiencies in equipment and problems to supervisors; keeps records of work done; receives and maintains stock inventories; and reports monthly inventories.
- Makes repairs of specialized spray and special services equipment, i.e., mist blowers, hand can sprayers and chain saws.
- Operates fork lift and transports equipment and materials into the field.
- Assists and performs routine maintenance to major repairs on all District vehicles and equipment including but not limited to lube and oil changes, tire repairs and rotation, brake repairs, and body and fender repairs.

- Performs carpentry, painting and other facilities maintenance work.
- Performs routine clean-up of the interior and exterior of District facilities including tree trimming and grounds keeping tasks.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operation and maintenance of a wide variety of hand, power and shop tools, and equipment common to the field.
- Methods and techniques of calibrating spray equipment.
- Principles, methods, materials, tools, and equipment related to the routine vehicle maintenance and repair.
- District and mandated safety rules, regulations, and protocols.
- Basic mathematical skills.
- 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:**

- Perform routine vehicle maintenance tasks and assist with more complex repairs.
- Prepare rat bait for field operations.
- Calculate appropriate application rates for pesticide use.
- Operate a variety of hand and power tools and maintain in good working order.
- Assist in mixing pesticide formulations.
- Maintain tools and equipment in good working order.
- 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, and two (2) years of experience performing routine vehicle servicing duties, and/or facilities and grounds maintenance tasks.

### **Licenses/Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

- California Code of Regulations, Title 3, Article 2, Section 6722 requires that in order to mix and load toxic chemicals, employees must be at least 18 years old.
- Automotive Painting certification is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the shop and 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 the field 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.