

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Fleet Services Mechanic I/II
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GENERAL PURPOSE

Under immediate (Fleet Services Mechanic I) to general (Fleet Services Mechanic II) supervision, services, inspects, maintains, and makes minor repairs to a variety of light-, medium-, and heavy-duty vehicles and equipment; performs scheduled preventive maintenance inspections; assists higher-level technician staff in maintenance and repair duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Fleet Services Mechanic I: This is the entry-level classification in the Fleet Services Mechanic series. Initially under close supervision, incumbents learn and perform routine daily operations related to the fueling, servicing and maintaining of vehicles and motorized equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Fleet Services Mechanic II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Fleet Services Mechanic II: This is the fully qualified journey-level classification in the Fleet Services Mechanic series. Positions at this level are distinguished from the Fleet Services Mechanic I level by the performance of 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. Incumbents may also be assigned to assist journey-level technicians in the maintenance and repair of vehicles and equipment.

This class is distinguished from the Fleet Technician series in that the latter performs advanced diagnostics and repairs on light and heavy fleet vehicles.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision (Fleet Services Mechanic I) and general supervision (Fleet Services Mechanic II) from the Fleet Services Supervisor. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Fleet Services Mechanic I level may exercise some of these duties and responsibilities in a learning capacity.

- Inspects, adds and/or changes fluid levels in brake, steering, and other systems; changes oil and filters, and radiator fluids.
- Inspects vehicles for operating condition and safety problems; reports problems to supervisor or mechanics.
- Performs brake repairs and overhauls, including turning drums and rotors; aligns vehicle front ends using computerized four-wheel alignment system.
- Fuels vehicles and equipment; keeps gasoline, oil, and lube services records on vehicles and equipment.
- Changes engine, transmission, differential and power take-off lubricants; checks and replaces radiator, hydraulic, and pneumatic hoses.
- Performs scheduled preventive maintenance inspections on a variety of light-medium- and heavy-duty equipment; performs 90-day truck inspections required by law.
- Changes, balances and repairs tires on vehicles and light- and heavy-duty equipment, including split-rim wheels; changes and installs bulbs, wiper blades and other simple mechanical parts; diagnoses and repairs vehicle charging systems.
- Operates compressors, cranes, steam cleaners, pneumatic and electric tools.
- Reads, interprets and works from manuals, diagrams, and written instructions.
- Drives trucks to deliver supplies and materials.
- Deliver and pickup equipment requiring a Class A license.
- Responds to service calls in the field making minor repairs and replacement of parts to vehicles and equipment.
- Maintains records and logs of servicing of vehicles and equipment.

- Cleans parts and engines, washes and cleans automobiles and equipment, and cleans shop and vehicle service areas.
- Assists higher level technician staff in maintenance and repair duties.
- May perform minor maintenance and repairs to vehicles and equipment, such as repairing brakes, replacing shocks, changing oil, repairing tires, replacing bulbs and fuses, and inspecting safety devices.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

Positions at the Fleet Services Mechanic I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Basic operations and maintenance of vehicle systems and components.
- Basic diagnostic skills, mechanical knowledge.
- Use and maintenance of shop, hand and power tools, such as sockets, wrenches, torque wrenches, pneumatic wrenches, greasing tools and other related tools.
- Types and grades of lubricants, coolants, brake, steering, and other fluids used in automotive and equipment servicing.
- Use and maintenance of tire changing and balancing equipment.
- Laws pertaining to handling and disposal of hazardous waste and clean air requirements.
- District and mandated safety rules, regulations, and protocols.
- 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 computer and software programs relevant to work.

Ability to:

- Perform routine vehicle servicing tasks.
- Operate basic shop, hand and power tools, vehicle hoists and jacks.
- Disassemble and reassemble multi-piece various pieces of equipment.
- Perform scheduled preventive maintenance inspections.

- Operate tire changing and balancing equipment.
- Operate computerized alignment equipment.
- Operate forklift and maintain certification.
- Perform minor body work and paint, and minor upholstery repairs.
- Use service manuals.
- Understand and follow oral and written instructions.
- Keep basic maintenance logs and records.
- Make sound independent judgments within established guidelines.
- 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.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Fleet Services Mechanic I: One (1) year of experience in the servicing of light-, medium-, and heavy-duty vehicles and motorized equipment.
- Fleet Services Mechanic II: Two (2) years of experience in the servicing of light-, medium-, and heavy-duty vehicles and motorized equipment.

Education:

- Fleet Services Mechanic I/II: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- Fleet Services Mechanic I: A valid California Class A driver's license, or a valid California driver's license with the ability to obtain a California Class A driver's license within one (1) year of date of hire, and the ability to maintain insurability under the District's Vehicle Insurance Policy is required if performing service and making minor repairs on heavy duty vehicles. Ability to obtain and maintain Forklift Operator Certification within one (1) year of date of hire by participating in the District provided forklift training.
- Fleet Services Mechanic II: A valid California Class A driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy is required if performing service and making minor repairs on heavy-duty vehicles. All District

employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law. Ability to obtain and maintain Forklift Operator Certification within one (1) year of date of hire by participating in the District provided forklift training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the maintenance 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 to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. 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 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the maintenance shop and the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, 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.

Employees are subject to weekend and/or rotating shifts and 24-hour call out.

FLEX REQUIREMENTS

Positions in the Fleet Services Mechanic I/II class series are flexibly staffed; positions at the Fleet Services Mechanic II level are normally filled by advancement from the Fleet

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Last Update: December 2022

Services Mechanic I level; progression to the Maintenance Mechanic II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Fleet Services Mechanic II level.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	<i>December 2022</i>
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Fleet Services Mechanic I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____