



## 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.*

<b>Job title</b>	Senior Fleet Services Technician
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### **GENERAL PURPOSE**

Under direction, provides lead direction and training to lower-level fleet maintenance staff on an assigned shift; participates in a full range of fleet services work to diagnose, maintain, repair, and overhaul a wide variety of light- and heavy-diesel, gasoline, and natural gas-powered automobiles, trucks, and construction equipment; operates a variety of hand, power, and shop tools; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is advanced-level classification in the Fleet Services Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to inspect, troubleshoot, diagnose, and perform major repairs and overhauls to light- and heavy-gasoline and diesel engines, work on special projects, and provide functional lead direction to lower-level employees. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Fleet Services Supervisor in that the latter is the full supervisory-level class in the series with accountability for ongoing decision-making responsibilities associated with the work.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Fleet Services Supervisor. Exercises technical and functional direction over and provides training to lower-level 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.*

- Plans, leads, assigns, and reviews the work of assigned fleet technician staff; provides training on repair procedures; ensures work is properly completed and of high quality.
- Performs special projects, such as fabrication work on vehicles, equipment and trailers, or other assignments as directed by management or supervisory staff.
- In a lead capacity, inspects, troubleshoots, diagnoses, and performs major repairs and overhauls to light- and heavy-gasoline and diesel engines, involving inspection and replacement of broken or worn parts including, but not limited to, pistons, piston rings, valves, bearings, fittings, wrist pins, gaskets, etc.
- Inspects, troubleshoots, diagnoses, repairs, cleans, adjusts, and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel injectors, fuel pumps, relays, controls and injector pumps, spark plugs, starter motors, distributors, generators, computer controls for engines, transmissions, brakes, and other systems, voltage regulators, wiring switches, batteries, radiators, thermostats, high-pressure water pumps, etc.
- Diagnoses and repairs hydraulic systems and associated power take-off equipment, transmission, and anti-locking brake system electronic computer, heating systems, transmissions, transaxles, steering mechanisms, vehicle and equipment air brakes, and air conditioning systems and refrigerant retrofits.
- Reads and interprets blueprints, sketches, drawings, manuals, and specifications; estimates labor, materials, and equipment required to complete assignments.
- Diagnoses and repairs all aspects of equipment and vehicles in the field, including emergencies and after hours.
- Installs and repairs vehicle-mounted equipment such as electric cranes, hoists, hydraulic-lift equipment, welders, and compressors; installs catalysts and particulates emission filter and operates communication software.
- Performs preventive maintenance work on construction equipment, automobiles, light and heavy trucks, backhoes, and other equipment; performs wheel alignments.
- Performs welding work on vehicles, equipment, and tools; fabricates metal parts for vehicles, equipment tools, tanks, plates, grates, etc.; straightens and repairs bent vehicles, equipment, and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc.
- Repairs and rebuilds high-pressure water pumps, hoses, and controls at car washing facility, and other specialized pumps; repairs and replaces clutches, roll-up doors, vehicle body and chassis parts; rewires trailers and equipment; locates and repairs short circuits; repairs and replaces electric dash gauges.
- Road tests vehicles; inspects vehicles in the shop and field; services, maintains, and repairs small engines; performs smog checks and certifies vehicles; repairs missing, modified, or non-functional emission control equipment.

- May work in confined space (permit required) areas.
- Observes and complies with all safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles of providing functional direction and training.
- 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.
- Shop mathematics.
- Practices and procedures of shop and field welding including oxyacetylene and arc welding, and welding properties of various metals and alloys.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Methods, techniques, tools, and equipment used to align vehicles and equipment.
- Federal, state, and local laws and regulations pertaining to the 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and related equipment.

- 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 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.
- Understand and follow oral and written instructions.
- Maintain logs and records.
- Make sound independent judgments within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand and follow oral and written instructions.
- 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:*

- Four (4) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment; one (1) year of serving in a lead capacity is desirable.

Education:

- Equivalent to completion the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in diesel or gasoline-powered mechanics.

Licenses/Certifications:

- A valid California Class A driver's license, with hazmat and tank endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy. 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.

- Certification as a Master Light- or Heavy-Duty Truck Technician or Master Automotive Technician required within one (1) year of date of employment.
- Ability to obtain and maintain Forklift Operator Certification within one (1) year of date of hire by participating in the District provided forklift training.
- A California Air Resource Board (CARB) HD Truck Emissions Inspector license, Natural Gas Vehicle Institute (NGVI) Compressed Natural Gas (CNG) Tank Inspector Certification and a State lamp and brake license are desired.

### **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 a workshop and in a field environment; 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; possible entry into confined spaces and the use of confined entry equipment, 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 a workshop and in a field environment 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

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interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

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

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Senior Fleet Services Technician. 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:* \_\_\_\_\_