SOUTH COAST WATER DISTRICT

FLEET MECHANIC I/II

DEFINITION

Under direct or general supervision, repairs, services, and performs semi-skilled and skilled repair duties in order to ensure that District automobiles, trucks, tractors, and other power driven equipment are operating in a safe and efficient manner; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Fleet Supervisor. No direct supervision of staff is exercised. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

Fleet Mechanic I: This is the entry-level class in the Fleet Mechanic series. Initially, under direct supervision, incumbents assists in the preventive maintenance, troubleshooting, service and repair activities on a range of light and heavy District vehicles and construction and maintenance equipment. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Fleet Mechanic II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Fleet Mechanic II: This is the journey-level class in the Fleet Mechanic series. Incumbents perform the full range of preventive maintenance, troubleshooting, service and repair activities on a range of light and heavy District vehicles and construction and maintenance equipment. This class is distinguished from the Fleet Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in maintaining the District’s fleet.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Inspects automobiles, trucks, and construction equipment to locate and determine the extent of necessary overhaul or repair.
- Performs general repair work on gasoline, diesel and propane powered engines such as automobiles, trucks, tractors, and other automotive and mechanical equipment.
- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses, belts and alternators.
- Repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Performs preventive maintenance work on vehicles including lubrication and oil changes.
- Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Performs electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- Performs safety and preventive maintenance tasks on vehicles, equipment and machinery.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Plans assigned work projects; prepares estimates of time and materials needed to perform assigned repairs and maintenance; ensures adequate materials and supplies are available for proper performance of
maintenance work; assists in requisitioning and maintaining inventory of equipment, tools, parts, and supplies used for maintenance and repair activities.

- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Monitors contractors working with and around District equipment to ensure the work is appropriately performed to District standards.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, techniques, methods, materials, tools and equipment used in the overhaul, servicing, and preventive maintenance of light and heavy gasoline and diesel-powered automobiles, trucks and construction equipment.
- Operation, maintenance and calibration of a wide variety of equipment, hand, shop, and power tools used in performing assigned work.
- Automotive and equipment servicing and preventive maintenance practices.
- Basic troubleshooting and repair estimation principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and fleet record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Diagnose and repair a variety of mechanical and electrical problems of gasoline and diesel-driven equipment.
- Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary.
- Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment.
- Make repairs of motors, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, hydraulic and air systems, include proper testing and adjustments.
- Accurately estimate time, materials and supplies necessary to complete repairs.
- Service and perform preventative maintenance and repair on a variety of automobiles, trucks and heavy construction equipment.
- Operate, maintain and calibrate a variety of hand, power and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate arithmetic calculations.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
Establish and maintain effective working relationships with those contacted in the course of the work.

**EXPERIENCE AND TRAINING GUIDELINES**
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

**Fleet Mechanic I:** One (1) year of responsible experience performing routine repair of automobiles, trucks, or power driven equipment.

**Fleet Mechanic II:** In addition to the above, two (2) years of increasingly responsible experience performing routine to complex repair of automobiles, trucks, or power driven equipment.

**Training:**

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

**License or Certificate:**

**Fleet Mechanic I/II:**
- Valid California Class B driver’s license with the appropriate endorsements and satisfactory driving record.

**Fleet Mechanic II:**
- Must possess the National Institute for Automotive Service Excellence (ASE) Automotive Engine Performance (A8) certification, and the Diesel Engine Performance (T2) certification from the Medium/Heavy Truck Test Series.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

**WORKING CONDITIONS**
Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. 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.*