SOUTH COAST WATER DISTRICT

SENIOR FLEET MECHANIC

DEFINITION

Under general direction, performs the most complex technical and skilled work in the repair and maintenance of District automobiles, trucks, tractors, and other power driven equipment; plans and coordinates the procurement of District vehicles and related equipment; provides responsible and complex administrative and operational assistance to the Fleet Maintenance Supervisor; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fleet Maintenance Supervisor. No direct supervision of staff is exercised. May exercise technical and functional direction over lower-level staff on an as-needed basis.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the fleet mechanic series that is responsible for ensuring that the day-to-day maintenance and repair of District vehicles and equipment meet accepted quality and operational standards. Responsibilities include providing work training, direction to staff on a project basis, in addition to providing the full range of maintenance duties. Incumbents are highly competent in the maintenance and repair of automobiles, tractors, and other power driven equipment, and provide the most complex and unusual troubleshooting and repair activities. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Fleet Maintenance Supervisor in that the latter has full supervisory responsibility over the area.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Provides technical and functional direction to assigned fleet maintenance staff; reviews and controls quality of work; provides input on employee evaluations; participates in performing complex fleet maintenance and repair work.
- Plans, schedules, prioritizes and assigns maintenance and repair work in consultation with the Fleet Maintenance Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment and other resources needed to complete day-to-day work.
- Requests supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Performs the full range of vehicle and equipment maintenance duties and provides technical assistance to crews, as needed.
- 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.

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.

Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.

Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.

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:

Basic principles of supervision and training.

Principles and practices of fleet maintenance program implementation and coordination.

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.

Safety principles, practices, and procedures of fleet maintenance, including equipment and hazardous materials.

Shop arithmetic.

Computer applications related to the work.

Safe driving rules and practices.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

Plan, schedule, assign, and oversee activities of vehicle and equipment maintenance and repair personnel.

Inspect the work of others and maintain established quality control standards.

Train others in proper and safe work procedures.
Perform the most complex fleet maintenance duties and operate related equipment safely and effectively.

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.

Perform construction, modification, maintenance and repair work on water distribution and wastewater collection systems, facilities and equipment such as found in the District.

Operate specialized maintenance and repair equipment related to vehicle and equipment maintenance and repair.

Troubleshoot maintenance problems and determine materials and supplies required for repair.

Make accurate arithmetic calculations.

Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.

Maintain accurate logs, records and basic written records of work performed.

Follow department policies and procedures related to assigned duties.

Understand and follow oral and written instructions.

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:

Four (4) years of increasingly responsible experience in the maintenance and repair of automobiles and medium/heavy equipment, or a related mechanical maintenance field.

Training:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized coursework or an apprenticeship in a related field.

License or Certificate:

- Valid California Class B driver’s license with the appropriate endorsements and satisfactory driving record.
- 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 office setting and use standard office equipment, including a
computer; possess the 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.