

## **FLEET AND EQUIPMENT MECHANIC I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, performs a variety of general, skilled and semi-skilled duties associated with the inspection, adjustment, servicing and repair of automobiles, trucks, construction equipment and gasoline or diesel power equipment; and performs a variety of tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

*This series class specification defines and describes the nature and levels of work performed in the Fleet and Equipment Mechanic job series.*

Fleet and Equipment Mechanic I is the entry level in the Fleet and Equipment Mechanic series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Fleet and Equipment Mechanic II is the experienced, journey-level in the Fleet and Equipment Mechanic series. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, while exercising discretion and independent judgment within established guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Construction and Maintenance Manager.

Technical and/or functional work direction may be provided from the Lead Fleet and Equipment Mechanic.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Inspects and performs routine servicing of light vehicles and heavy equipment, to include lubrication, oil changes, replacement of worn parts, valve adjustments, engine tune-ups, compression tests, emission control system tests and adjustments, and brake adjustments.
2. Diagnoses and troubleshoots vehicle mechanical and electrical problems; determines extent of repairs needed and makes repairs as needed; oversees repair of heavy equipment performed by outside garages.
3. Fits new parts and adjusts water and fuel pumps and fuel injectors, governors, starter motors, clutches, differentials, brake and steering gear; maintains hydraulic booster and vacuum systems; rewires and reconditions electrical systems; repairs or replaces exhaust stems, ignition and door locks, window vent, regulators and dash gauges.

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4. Orders parts and maintains vehicle parts inventory; fabricates and modifies brackets, braces and other vehicle parts and equipment; uses arc and gas welding equipment and techniques to construct, repair or modify parts and equipment.
5. Uses computerized diagnostic scanners, electrical test equipment, and hand and power tools required for the work; keeps tools, equipment and garage area in neat and serviceable condition.
6. Keeps fleet maintenance records to include dates of service, repairs made, parts used and recommended future service; participates in the evaluation of vehicles due for replacement and the selection of replacement vehicles.
7. Services, repairs and maintains power lawn mowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
8. Regular attendance at the work site.

### **Marginal Functions:**

1. May visit remote sites to assist with vehicle breakdowns, flat tires, or to arrange towing.
2. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Diagnostic test equipment used for evaluating vehicle functioning and/or need for adjustment.  
Methods and techniques for servicing, repairing and adjusting District vehicles and equipment.  
Operation of gasoline and diesel powered internal combustion engines and related mechanical components.  
Methods, materials, tools and equipment of the trade and their use in the maintenance and repair of mechanical equipment.  
Preventive maintenance and inspection methods.  
Vehicular maintenance record keeping.

### **Skill in:**

Use of a variety of tools and equipment used in the service, repair and adjustment of vehicles and equipment.  
Operating and test-driving various commercial and non-commercial vehicles.

### **Ability to:**

Accurately determine mechanical and electrical repair needs and estimate time and cost of repair.  
Perform skilled automotive and equipment mechanical work including the use of electronic diagnostic test equipment for both minor and major repair work.  
Read and interpret automobile service manuals, schematics and diagrams.  
Prioritize vehicle repair needs and help administer a preventive maintenance program.  
Perform heavy manual labor including lifting and carry items, such as transmissions and heavy truck tires weighing up to 50 pounds without assistance.

Employ safe work methods around potentially hazardous materials such as engine oil, anti-freeze,

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cleaning solvents, gasoline, diesel fuel and battery acid.

Maintain a variety of shop and repair work orders and maintenance records.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

### **Fleet and Equipment Mechanic I**

#### **REQUIRED QUALIFICATIONS**

##### **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:**

One year of experience in the maintenance and repair of gasoline and diesel powered vehicles and equipment.

##### **Training:**

Equivalent to completion of the twelfth grade and successful completion of a formal course of instruction in auto mechanics at an accredited college or university, trade or vocational school.

##### **Certification:**

Possession of, or ability to obtain within 1 year of appointment, a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as a Certified Automotive Mechanic.

##### **License:**

Possession of, or ability to obtain within 6 months of appointment, a valid Class B California driver's license and a satisfactory driving record.

Possession of a valid Class A California Commercial driver's license considered desirable, but not required.

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### **Fleet and Equipment Mechanic II**

#### **REQUIRED QUALIFICATIONS**

##### **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:**

Two years of experience in the maintenance and repair of gasoline and diesel powered vehicles and equipment.

##### **Training:**

Equivalent to completion of the twelfth grade and successful completion of a formal course of instruction in auto mechanics at an accredited college or university, trade or vocational school.

##### **Certification:**

Possession of, or ability to obtain within 1 year of appointment, a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as both a Certified Automotive and Medium/Heavy Truck Mechanic.

##### **License:**

Possession of a valid Class B California driver's license and a satisfactory driving record is required.

Possession of a valid Class A California Commercial driver's license considered desirable, but not required.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical and mental 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 job functions.*

##### **Environmental Conditions:**

Shop environment; exposure to dust, grease, noise, fumes and chemicals.

##### **Physical Conditions:**

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

##### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District managers, staff, vendors, the public and other encountered in the course of work.

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### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

### **Hearing:**

Hear in normal audio range with or without correction.

**DATE ADOPTED:** November, 2001

**DATE MODIFIED:** November, 2013

**DATE MODIFIED:** January, 2015

Safety Sensitive Position