



## FLEET AND EQUIPMENT MECHANIC I/II

Job Status: Non-Exempt  
Date Adopted: 11-2001  
Date Modified: 03-16-2023

Safety Sensitive Position

*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.*

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### **DEFINITION**

Under supervision, performs a various 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 of 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 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 Operations Manager (Construction & Maintenance).

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, including 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; determine the extent of repairs needed and makes repairs as required; 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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### ***Essential Functions (continued):***

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 neat and serviceable.
6. Keeps fleet maintenance records to include dates of service, repairs made, parts used, and recommended future service; participates in evaluating vehicles due for replacement and the selection of replacement vehicles.
7. Services, repairs, and maintains power lawnmowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
8. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
9. 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.

Preventative maintenance and inspection methods.

Vehicular maintenance record keeping.

### ***Skill in:***

Use of various 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 or repair.

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### Ability to (continued):

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, 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.

### REQUIRED QUALIFICATIONS

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

<b>Job Title</b>	<b>Fleet and Equipment Mechanic I</b>	<b>Fleet and Equipment Mechanic II</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>One (1) year of experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) years of experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>Equivalent to a High School Diploma.</li> </ul>	
<b>Required License/Certification</b>	<ul style="list-style-type: none"> <li>Possession of the National Institute for Automotive Services Excellence (ASE) certificates of completion of <b>any four (4)</b> of the Automobile &amp; Light Truck Certification Test (A1 – A8).</li> <li>Possession of, or the ability to obtain within one (1) year of appointment, the National Institute for Automotive Service Excellence (ASE) Certified Master Automobile Technician certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Possession of the National Institute for Automotive Service Excellence (ASE) Certified Master Automobile Technician certificate.</li> <li>Possession of the National Institute for Automotive Services Excellence (ASE) certificates of completion of <b>any four (4)</b> of the Medium-Heavy Truck Certifications Test (T1 – T8).</li> <li>Possession of, or ability to obtain within one (1) year of appointment, the National Institute for Automotive Service Excellence (ASE) ASE Certified Master Medium-Heavy Truck Technician certificate.</li> </ul>

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### Required Qualifications (continued):

Job Title	Fleet and Equipment Mechanic I	Fleet and Equipment Mechanic II
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>National Institute for Automotive Services Excellence (ASE) certificates of completion of <b>any four (4)</b> of the Medium-Heavy Truck Certification Test (T1 – T8).</li> </ul>	<ul style="list-style-type: none"> <li>National Institute for Automotive Service Excellence (ASE) Certified Master Truck Equipment Technician certificate.</li> <li>National Institute for Automotive Services Excellence (ASE) certificate of completion of the Auto Maintenance and Light Repair Certification Test (G1).</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>Possession of, or ability to obtain within six (6) months of appointment, a valid California Class A Commercial driver's license (CDL) with air brakes, Tanker (N) endorsement, and a satisfactory driving record.</li> </ul>	

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The physical demands and working environment demands described here are representative of those that must be met by an employee 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.*

#### Environment:

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

#### Physical:

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:

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.

#### 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.