

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: MAINTENANCE AND OPERATIONS SPECIALIST –
FLEET SERVICES (Range 31)**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the automotive repair trade; evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate time and material cost; schedule and assign work to assigned crews.

REPRESENTATIVE DUTIES:

Evaluate work requests and distribute to assigned division staff. *E*

Coordinate the work of Maintenance and Operations personnel in the automotive repair trade; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures, as well as safety and traffic laws. *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Repair and maintain vehicles and equipment such as: heavy vehicles, trucks, backhoes, tractors, vans, cars, generators, and other large and small grounds equipment. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections and prepare estimates. *E*

Retrieve vehicles wherever they break down. *E*

Develop or assist in the development of work schedules; assign tasks to workers. *E*

Evaluate welding projects and finish work. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned vehicles and equipment. *E*

Diagnose, repair and maintain a wide variety of large and/or small gasoline, alternative electric and diesel equipment, vehicles and small engines. *E*

Repair worn or damaged fabricated, machined, cast, forged, or welded parts; perform skilled work using electric arc, Tungsten Ignition System (TIG), helium and oxygen-acetylene welding equipment. *E*

Perform electrical and acetylene welding, brazing and soldering; fabricate special equipment, tools, parts and structures as needed. *E*

Perform related duties as assigned.

Job Description Revised 4/26/2019

Position Reclassified – 5/19/2015

E = Essential Duties

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

The use and care of commonly used and specialized hand and power tools required in the repair and maintenance of District vehicles and equipment.

Basic record-keeping techniques.

Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.

Materials, tools, and procedures used in performing skilled journey-level maintenance welding and metal fabrication.

Technical aspects of field of specialty.

ABILITY TO:

Drive/operate all vehicles and equipment within the District fleet.

Perform preventive maintenance on vehicles and equipment.

Perform welding as assigned.

Follow oral and written directions.

Read and interpret repair manuals and installation instructions.

Perform skilled automotive maintenance work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer/laptop and commonly used job related software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years' experience as a vehicle mechanic, including at least two years at a journeyman-level.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid and appropriate California driver's license.

ASE Certification.

Valid EPA Refrigeration certificate within probationary period.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Vehicle and equipment repair shop environment.

Driving vehicles to conduct work.

Noise from equipment operation.

Exposure to adverse weather conditions.

PHYSICAL ABILITIES:

Seeing to diagnose problems.

Dexterity of wrists, hands and fingers to operate assigned equipment.

Perform heavy manual labor.

Job Description Revised 4/26/2019

Position Reclassified – 5/19/2015

E = Essential Duties

Hearing and speaking to exchange information and train staff.
Standing for extended periods of time.
Lift, push, pull or carry heavy objects.
Bending at the waist.
Crawling, crouching and kneeling to conduct work.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Subject to noise and fumes from equipment operation.
Exposure to fumes, vapors, gasoline, diesel, oil, and solvents.
Working around machinery with moving parts.
Extreme heat and minor burns associated with welding.