

Ontario–Montclair School District

CLASS SPECIFICATION Lead Fleet Maintenance Technician Range 47

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, provides lead work direction and participates in the servicing, repair, and preventive maintenance of light trucks, heavy-duty vehicles, automobiles, vans, grounds, electrical, and motorized equipment, golf carts, tractors, trailers, and utility equipment; operates a variety of hand, power and shop tools; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Fleet Maintenance Mechanic Technician is responsible for planning and scheduling fleet maintenance and repair jobs and for providing lead guidance, monitoring, and inspection of work performed by other Fleet Maintenance Technicians. An incumbent also participates in performing a full range of master mechanic and repair duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provides input to the evaluation of assigned staff; ensures that activities are carried out in a safe manner and that established policies, procedures, and safety measures are followed.
2. Trains and instructs personnel in the safe operation of fleet equipment such as overhead cranes, vehicle maintenance lifts, support test, measurement and diagnostic equipment, forklifts, and hand tools.
3. Diagnoses and performs major repairs and overhauls to gasoline, electric and diesel engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, gaskets, etc.; inspects, troubleshoots, diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel pumps, spark plugs, starter motors, distributors, alternators, voltage regulators, wiring switches, batteries, radiators, thermostats, water pumps, etc.
4. Diagnoses, repairs and overhauls power transmission systems, including such parts as clutches, automatic and standard transmissions, differential units, gears, bearings, universal joints and hydraulic units.
5. Diagnoses, repairs and adjusts steering mechanisms and other controls, checking and aligning wheels.

6. Diagnoses and performs electrical, hydraulic and other repairs in the field; diagnoses engine electronic computer using diagnostic scope.
7. Inspects, services and repairs vehicle braking systems; diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
8. Repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxyacetylene welding equipment.
9. Services and repairs vehicle air conditioning systems.
10. Performs preventive maintenance and service work on trucks, automobiles, vans, grounds equipment and other small engines, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, and lamps; may clean vehicles; smog checks and certifies vehicles.
11. Performs welding work on vehicles, equipment, and tools; fabricates metal parts for vehicles, equipment, tools, tanks, plates, grates, etc.; straightens and repairs bent vehicles, equipment, and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc., and ensures proper safety procedures are followed, all while adhering to District standards and OSHA safety guidelines.
12. Road tests vehicles; drives truck or equipment as required; inspects vehicles in the shop and field.
13. Reads and interprets manuals, specifications, sketches, and drawings; reads and interprets blueprints.
14. Estimates labor, material, and equipment required to complete assignments; orders repair parts, fuel, materials, and supplies and maintains shop inventory.
15. Modifies and fabricates new parts for truck bodies and similar equipment.
16. Follows safe work practices and procedures; ensures proper safety precautions are observed.
17. Operates a personal computer and other office equipment.
18. Define bid specifications for outside vendors and coordinate work.
19. Performs welding repairs on fleet, vehicles, and utility equipment, fabricates metal components for maintenance projects, reads blueprints and welding specifications, operates various welding equipment, and ensures proper safety procedures are followed, all while adhering to District standards and OSHA safety guidelines.

OTHER DUTIES

1. Prepares written reports of work performed; completes forms and keeps accurate maintenance records.
2. Complete work orders using the current implemented work order system.

QUALIFICATIONS

Knowledge of:

1. Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel- and gasoline-powered vehicles and equipment.
2. Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
3. Safe work methods and safety regulations pertaining to work.

4. Use and operation of oxyacetylene and electric arc welding equipment and materials.
5. Knowledge and use of applied mathematics.
6. Practices and procedures of shop and field welding.
7. Welding properties of various metals and alloys.
8. Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
9. Monitor and maintain records related to the fueling system.
10. Basic shop maintenance and repair record-keeping methods and procedures.
11. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
12. Methods and practices of effective employee training.

Ability to:

1. Analyze complex vehicle and equipment problems, evaluate alternatives, and recommend or adopt appropriate courses of action.
2. Exercise independent judgment and initiative within established guidelines.
3. Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and equipment.
4. Operate and maintain a wide variety of hand, power, and shop tools and equipment used in the work.
5. Understand and follow oral and written instructions.
6. Estimate necessary materials and equipment to complete assignments.
7. Prepare clear and concise records, reports, and other written materials.
8. Read, interpret, and explain manuals, specifications, and drawings.
9. Fabricate and repair a wide variety of metal parts, equipment, and tools.
10. Practice and enforce safe work methods and safety regulations pertaining to the work.
11. Safely and skillfully operate a wide variety of vehicles and grounds equipment.
12. Establish and maintain effective working relationships with District management, staff, and others encountered in the course of the work.

Education, Training and Experience:

An Associate's degree in Automotive Technology from a recognized trade or vocational school and three years of progressively responsible experience in repair and maintenance of a diversified fleet of automotive and grounds equipment.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

A current welding certificate from the American Welding Society or equivalent.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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 essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit, and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use shop math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.

Board Approval: 2/5/26