

CLASS SPECIFICATION
Fleet Maintenance Technician
Range 45

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, maintains, repairs, and overhauls light trucks, heavy-duty vehicles, automobiles, vans, golf carts, tractors, trailers, utility equipment, and grounds, electrical, and motorized equipment; operates a variety of hand-power, and shop tools; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Fleet Maintenance Mechanic series. Incumbents perform a variety of semi-skilled and skilled duties in the maintenance and repair of a wide variety of motorized and electric vehicles and equipment. Incumbents perform their duties independently, working from general instructions, work orders and/or specifications. Assignments vary, encompass a variety of tasks, and require sound judgment and initiative.

Fleet Maintenance Mechanic Technician is distinguished from a Lead Fleet Maintenance Mechanic Technician in that the Lead Fleet Maintenance Mechanic Technician is an advanced trade classification, working lead class, providing technical assistance, training, and lead worker duties for a staff in the trade classification Fleet Maintenance Mechanic Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Diagnoses and performs major repairs and overhauls to gasoline, diesel, electric, and compressed natural gas 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, generators, voltage regulators, wiring switches, batteries, radiators, thermostats, water pumps, etc.
2. 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.
3. Diagnoses, repairs, and adjusts steering mechanisms and other controls, checking and aligning wheels.
4. Inspects, services, and repairs vehicle braking systems; diagnoses, repairs, and maintains vehicle air brakes, hydraulic systems, and associated power take-off equipment.
5. Repair vehicle body and chassis parts, using hand and power tools, electric arc, and oxyacetylene welding equipment.
6. Diagnoses engine electronic computer using a diagnostic scope.
7. Services and repairs vehicle air conditioning systems.

8. Diagnoses and performs electrical, hydraulic, and other repairs in the field; road tests vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field.
9. 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, lamps; may clean vehicles; smog checks and certifies vehicles.
10. Estimates labor, material, and equipment required to complete assignments.
11. Modifies and fabricates new parts for truck bodies and similar equipment.
12. Diagnoses and repairs golf carts.
13. Diagnoses, repairs, and service field and push mowers, edgers, chain saws, trimming equipment, and other related grounds equipment.
14. Diagnoses, repairs, and service generators, pumps, and pressure washers.
15. Diagnoses, repairs, and services tractors, trenchers, and air compressors.
16. Reads and interprets manuals, specifications, blueprints, sketches, and rough drawings.
17. Ensures proper safety precautions are observed.

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. Shop 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. Federal, state, and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Ability to:

1. Diagnose and repair a wide variety of diesel, electric, and gasoline-powered vehicles and equipment.

2. Operate and maintain a wide variety of hand, power, and shop tools and equipment used in the work.
3. Understand and follow oral and written instructions.
4. Estimate necessary materials and equipment to complete assignments.
5. Exercise independent judgment and initiative without close supervision.
6. Prepare basic records and reports.
7. Read and interpret manuals, specifications, and drawings.
8. Use mathematics to make calculations.
9. Fabricate and repair a wide variety of metal parts, equipment, and tools.
10. Establish and maintain effective working relationships with District management, staff, and others encountered in the course of the work.

Education, Training, and Experience:

Graduation from high school or G.E.D. equivalent; and two years of entry-level experience in the maintenance and repair of vehicles or grounds equipment. Successful completion of appropriate trade school or technical coursework in diesel, electric, or gasoline-powered mechanics may be substituted for the required work experience.

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.

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 basic problems; use simple 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 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, and toxic or caustic chemicals. The noise level is moderately noisy.

Board Approval: 2/5/26