



FLEET MECHANIC I
Construction Department

Range: 31
Salary:

JOB DEFINITION: Under supervision of the Fleet Maintenance Foreman, assists with the diagnoses, maintenance, repairs and overhauls of a wide variety of diesel, gasoline and natural gas-powered heavy and light trucks, construction equipment and automobiles; performs heavy physical labor; operates a variety of hand, power and shop tools; and performs related duties as assigned. Required to provide, 24 hour emergency stand-by for work related to the repair of equipment and vehicles and overtime as may be assigned.

SUPERVISOR: Construction Superintendent

REPORTS TO: Fleet Mechanic Foreman

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is an entry level position.

EXAMPLE OF DUTIES:

Assists with: weekly and/or daily inspection and status logging of Agency vehicles; diagnosis and major repairs/overhauls to gasoline and diesel engines, involving inspection and replacement of broken or worn parts, and scheduling outside repairs as needed; performs preventive maintenance and service work, including 3,000 mile tune-ups; replaces tires as needed; inspects, troubleshoots, diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel injectors and injector pumps, spark plugs, starter motors, distributors, generators, computer controls for engines, transmissions, brakes, and other systems, voltage regulators, wiring switches, batteries, radiators, thermostats, water pumps, etc.; diagnoses, repairs and adjusts steering mechanisms and other controls; inspects, services and repairs air and hydraulic vehicle braking systems; services, maintains and repairs small engines, both 2 stroke and 4 cycle; makes minor repairs to vehicle body and chassis parts; diagnoses and overhauls differential assemblies on automobiles, trucks, and other equipment; repairs and replaces clutches on trucks, tractors, and other equipment; road tests vehicles; drives truck or equipment as required; diagnoses and repairs engine, transmission and anti-locking brake system electronic computer using scan tool; repairs missing, modified, or non-functional emission control equipment; assists with diesel engine opacity testing for Air Resource Board; assists in scheduling smog inspections for Agency vehicles; assists with 90 day BIT truck inspections as required by law and ensures inspected vehicles comply with federal safety standards and requirements; monitor Agency fuel supplies and used oil storage and disposal; performs preventive maintenance work on construction equipment, heavy trucks, back-hoes, automobiles, light trucks and other equipment; reads and interprets manuals, drawings, blueprints and specifications; performs welding work on small equipment and tools; installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc.; rewires trailers and equipment as required; fuel and wash vehicles as needed; process invoices and generate work sheets related to vehicle purchases and maintenance.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): Employee must obtain an American Welding Society (AWS) or Los Angeles welding certification within 24 months of the start of their employment. If certification is not obtained, the **employee will be terminated** from their job.

Experience: Two years of general experience in the maintenance of vehicles and equipment, preferably for a water agency or a water-related utility.

License(s): Possession of a valid Class A drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge: Vehicle maintenance work, the use and operation of a variety of hand tools, power equipment, heavy equipment and vehicles commonly used in water service maintenance and/or construction; relevant safety precautions and procedures

Ability: To work independently; ability to repair, install and maintain a variety of vehicles and equipment; perform heavy physical labor requiring strength, dexterity and agility; must be able to carry, push, pull, reach and lift equipment, parts and supplies weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during maintenance and repair work; understand and carry out instructions; establish and maintain cooperative working relationships with fellow employees and the general public

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, getting into or under large vehicles, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Performing repairs, installations, etc.

Digging: yes no **Frequency:** Continual Often Infrequently Never

Examples:

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Driving or riding in vehicles, heavy equipment, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on pavement, dirt, concrete at Agency Operations Center

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of hand tools such as screwdriver, wrench, hammer, pliers, etc.

Respiratory (requiring use of respirator or face mask) yes no

Examples:

WORK ENVIRONMENT:

Generally, work is typically performed in an open workshop which is not air conditioned (there are fans), or outside, and will take place in all weather conditions, including extreme heat in excess of 110°; on occasions, work will be assigned within the Agency Operations Center or outlying Agency facilities.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.