



**FLEET MECHANIC FOREMAN**  
**Construction Department**

**Range: 43**  
**Salary:**

**JOB DEFINITION:** Under general supervision, directs the work of the Fleet Maintenance personnel, diagnoses, maintains, repairs and overhauls 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:** Construction Superintendent

**DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This is a foreman position.

**EXAMPLE OF DUTIES:**

Weekly and/or daily inspection and status logging of Agency vehicles; diagnose and performs major repairs and overhauls to gasoline and diesel engines, involving inspection and replacement of broken or worn parts, and schedules outside repairs as needed; performs preventive maintenance and service work, including 3,000 mile service and 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; performs wheel alignments; machines brake rotors and drums; 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; schedules smog checks and certifies vehicles; repairs missing, modified, or non-functional emission control equipment; performs diesel engine opacity testing; performs 90 day BIT truck inspections as required by law and ensures inspected vehicles comply with federal safety standards and requirements; 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; monitor Agency fuel supplies and related purchases; monitor used oil storage and disposal; evaluation of employee performance; ensures proper safety precautions are observed.

## QUALIFICATIONS:

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

**Certification(s):** In order to perform welding, employee must obtain American Society of Mechanical Engineers (ASME), American Welding Society (AWS) or Los Angeles welding certification.

**Experience:** One year of experience as a back-up mechanic at the Desert Water Agency, or three years of general experience in the maintenance of vehicles and equipment 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:** Advanced 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 construction; relevant safety precautions and procedures, principles of effective supervision and training.

**Ability:** To work independently in planning maintenance and repair projects, and directing crew in a safe and timely manner; 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, resolve issues of contention or administer disciplinary action as is required and appropriate.

## 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: Air washing or minor painting

## 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.

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Employee Signature

Date

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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.***