

JOB DESCRIPTION

Job Title	Fleet Technician	Supervisor	Facilities Maintenance Supervisor
Department	Facilities & Operations	Class Group	General Unit
Division	Facilities	Salary Grade	50
Section	Maintenance	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Facilities Maintenance Supervisor, a Fleet Technician is responsible for coordinating the repair and maintenance of District vehicles and equipment through vendors. A Fleet Technician maintains and makes minor mechanic repairs, and performs other related work as required. Fleet Technician responds to unplanned vehicle problems such as dead batteries, flat tires, and other on road problems and takes corrective action to resolve problems. Maintains appropriate records and documentation for operational efficiency and safety compliance of fleet.

ESSENTIAL DUTIES

Duty 1

Organizes, plans, and coordinates, the maintenance and repair of vehicles and equipment. Estimates and evaluates required repairs and service. Schedules service and repairs with vendors.

Duty 2

Prepares and maintains time/labor and other records and reports using computer software; monitors preventive maintenance schedule. Investigates and resolves vehicle complaints regarding service.

Duty 3

Provides information and recommendation to assist in the purchase and salvage of vehicles.

Duty 4

Works with purchasing / warehouse, maintains proper inventory and utilizes CMMS system to record time and materials used on each job; including parts, labor, equipment, and supplies.

Duty 5

Diagnoses mechanical problems and makes repairs or adjustments on occasion, performs lubrication and other preventive maintenance services, shuttles vehicles to vendors for various repairs.

Duty 6

Investigate and troubleshoot ignition, electrical, fuel, cooling, hydraulic and other systems. Makes arrangements for repairs or replacement of brake systems and tires.

Duty 7

Operates and provides preventive maintenance on engine generator sets at various locations,

Duty 8

Performs safety checks and inspections, coordinates CHP, SMOG, and other inspections. Responds to vehicle safety complaints; maintains appropriate records and documentation.

Duty 9

Coordinates fuel deliveries and fuel storage / delivery equipment and inspections at all facilities. Coordinates regulatory requirements, i.e. AQMD, associated with fuel storage and pumping.

Duty 10

Maintains a clean and safe shop, office, surroundings and properly stores new and used chemicals required for safety and environmental compliance.

Duty 11

May assist in all areas of facilities maintenance.

Duty 12

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Methods, materials, tools and equipment used in the repair and maintenance of automotive, stationary engine-driven and alternative fueled system-operated equipment;
- ◀ Techniques, materials, and practices of the automotive and mechanical trades;
- ◀ Record keeping practices;
- ◀ Applicable computer software;
- ◀ Interpret specifications and technical literature;
- ◀ Safety standards and practices.

ABILITY TO:

- ◀ Diagnose mechanical and auto electrical failures.
- ◀ Use the tools and equipment needed in automotive and other equipment repair.
- ◀ Organize and schedule work load and set priorities to meet District needs.
- ◀ Maintain a clean and safe shop, office and surrounding area.
- ◀ Establish and maintain working relationships with employees and vendors.
- ◀ Understand and carry out verbal and written directions.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Lift and carry loads weighing up to fifty pounds;
- ◀ Ascend and descend ladders and stairs;
- ◀ Safely enter and leave confined spaces;
- ◀ Read standard text and data in print and on computer terminal screens;
- ◀ Speak and hear at normal conversational levels in person and over the telephone;
- ◀ Ability to test drive vehicles and travel to various locations;
- ◀ Reach, bend and stoop and have manual dexterity to utilize and operate a variety of tools and equipment.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

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EDUCATION: High school diploma or equivalent is required. Training courses related to automotive repair desirable.

EXPERIENCE: Three (3) years of journey level experience in the repair of automotive and other power-driven equipment.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
California UST System Operator certification is highly desirable