



## Fleet Coordinator / Equipment Mechanic

### DEFINITION:

Under direction, coordinates and participates in a full range of fleet services work to diagnose, maintain, repair, and overhaul a wide variety of light- and heavy-diesel, gasoline, automobiles, trucks, and construction equipment; coordinates the contracting and/or outsourcing of specific mechanical functions or operations; and operates a variety of hand, power, and shop tools.

### SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned management and supervisory staff. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS:

This is a fully qualified advanced journey-level classification responsible for performance and coordination of the fleet maintenance function for the District. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

- Plans and coordinates the fleet services maintenance work for the District; ensures work is properly completed and of high quality both regarding personal work as well as oversight of contracted services.
- Inspects, troubleshoots, diagnoses, and performs major repairs and overhauls to light- and heavy-gasoline and diesel engines, involving inspection and replacement of broken or worn parts including, but not limited to, 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 injectors, fuel pumps, relays, controls and injector pumps, spark plugs, starter motors, distributors, generators, brakes, and other systems.
- Reads and interprets blueprints, sketches, drawings, manuals, and specifications; estimates labor, materials, and equipment required to complete assignments.
- Performs preventive maintenance work and diagnoses and repairs all aspects of equipment and vehicles in the field, including emergencies and after hours.
- Performs welding work on vehicles, equipment, and tools; fabricates metal parts for vehicles, equipment tools, tanks, plates, grates, etc.

- Completes and maintains accurate records of all maintenance and repair activities; enters work order history, cost and parts inventory data into computerized preventative/predictive maintenance program.
- Coordinates with Purchasing and maintains inventory of parts and supplies for vehicles and equipment repair; generates purchase orders and orders new quantities and specific replacement parts as required.
- Provides input and assists with monitoring expenses for the operating budget; participates in the development and implementation of goals, objectives, policies and priorities for unit.
- Road tests vehicles; inspects vehicles in the shop and field; services, maintains, and repairs small engines; performs smog checks and certifies vehicles; repairs missing, modified, or non-functional emission control equipment.
- Observes and complies with all safety rules, regulations, and protocols.
- Performs related duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
--------------------------------

*Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

#### EDUCATION AND EXPERIENCE:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in mechanics, maintenance management, or a closely related field; and four (4) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment; one (1) year of serving in a lead capacity is desirable.

#### KNOWLEDGE OF:

- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension, and steering systems.
- Operational characteristics of a diverse range of systems and components in light and heavy vehicles and equipment.
- Methods and techniques of using specialized light- and heavy-vehicle and equipment diagnostic tools.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field.
- Shop mathematics.
- Practices and procedures of shop and field welding including oxyacetylene and arc welding, and welding properties of various metals and alloys.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Methods, techniques, tools, and equipment used to align vehicles and equipment.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the handling and disposal of hazardous waste and clean air requirements.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### ABILITY TO:

- Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and related equipment.
- Operate and maintain a wide variety of hand, power, and shop tools and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Plan, organize, and schedule project priorities and meet critical time deadlines.
- Prepare records and reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Understand and follow oral and written instructions.
- Maintain logs and records.
- Make sound independent judgments within established guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### LICENSES AND CERTIFICATIONS:

- Possession of a valid Class B or higher Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement with a driving record acceptable to the District and the District's insurance carrier.
- Possession of or the ability to obtain within twelve (12) months a Class A Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain within six (6) months from date of hire, a certification in forklift operation.

#### TOOLS AND EQUIPMENT USED:

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; computerized work order systems and relative software programs for preventive maintenance tracking and parts inventory control; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in equipment maintenance, data gathering, and/or record keeping.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the

Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a workshop and in a field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

<b>ENVIRONMENTAL CONDITIONS:</b>
----------------------------------

Employees work in a workshop and in a field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.