



Fleet Assistant

Agency/Department: Auto Shop/Operations

Approved by:
Date Approved: 01/20/09
Date of Last Revision:

Reports to: Fleet Coordinator/Equipment Mechanic
Supervises: N/A
FLSA Status: Non-Exempt

JOB SUMMARY: Under supervision, perform preventative and routine maintenance and minor repairs and adjustments to automotive, truck, construction, and industrial equipment. Routine maintenance includes inspections, batteries, belts, hoses, wipers; steam cleans and washes equipment; balances and checks tires and wheels, changes tires, and does complete preventive maintenance service; prepares paper and electronic service repair folders; refuels vehicles, and safety equipment; drives on District business. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is an entry-level class in the Fleet Department. It is distinguished from the Fleet Coordinator/Equipment Mechanic in that the latter works independently, makes major and minor mechanical repairs, and gives direction to the Fleet Assistant.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs routine, preventive maintenance and lesser skilled repair work on vehicular equipment including lubrication and oil changes, brake overhauls, wheel balancing, hose replacements, belts repacking, wheel bearings, electrical units, batteries, tires, and maintaining automatic transmissions.
2. Assists with the maintenance, repair, and overhaul work on automotive, truck, construction, and industrial equipment.
3. Performs limited troubleshooting and diagnoses of mechanical problems.
4. Inputs reports and labor information for specific vehicles and/or repair orders into the Fleet Management Information System.
5. Inspects vehicular and industrial equipment for safety, efficiency of operation, and appearance.
6. Cleans and performs minor repairs to equipment.
7. Operates forklift, other material-handling equipment, and delivery trucks.
8. Checks receipts against purchase orders, to ensure accuracy and completeness of items received.
9. Monitors stock levels; maintains manual and automated records, files and automated reports of stock received and issued.
10. Shuttle vehicles for services to and from vendor locations.
11. Safely utilize a variety of vehicle and equipment maintenance tools.
12. Provide snow removal support as needed.
13. Maintain garage premises and vehicle wash areas.
14. Communicate clearly and concisely both orally and in writing.
15. Perform any other tasks or functions deemed necessary to the daily operations of the employer.

MINIMUM QUALIFICATIONS:

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: High School diploma or recognized equivalent; and

EXPERIENCE: No prior experience necessary. Training and/or experience in automotive repair service work is desired.

KNOWLEDGE OF:

- Proper lifting and storekeeping safety practices.
- Proper handling and disposal of hazardous material.
- Storekeeping methods and procedures including receiving, ordering, storing, inventorying, and disposing of materials, supplies, and equipment.

ABILITY TO:

- Use vehicle testing, tire changing and balancing equipment.
- Identify and report potential mechanical, electrical, or safety problems.
- Recognize and identify common mechanical tools and their uses;
- Understand and follow oral and written directions;
- Read, comprehend, and use technical manuals, descriptions, drawings, and industry literature;
- Learn mechanical repair work methods;
- Communicate effectively both orally and in writing;
- Road test vehicles that have been repaired;
- Accomplish tasks within an established timeframe;
- Perform repairs to ensure the reliability and availability of the District's fleet and the efficient operation of District services;
- Establish and maintain effective working relationships with supervisors, fellow employees, and the public;
- Display skill in mechanical aptitude and ability.

LICENSES:

- Valid Class C California or Nevada Driver's License. Commercial Driver's License Class B is desirable.
- Acceptable driving record at the time of appointment and throughout employment.

TOOLS AND EQUIPMENT USED:

Forklift, personal computer, air tools, tire changing equipment, battery charger, automotive parts and fluids; motor vehicle; phone; cell phone; mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constant: hand use and standing. Frequent: walking, twisting(neck and waist). Prolonged standing, and strenuous physical activities including lifting and carrying heavy objects frequently weighing up to 50 pounds and occasionally up to 70 pounds. Occasional: sitting, bending, (neck), bending (waist) squatting, climbing, and kneeling.

Exposure to noise, dust, cleaning solvents, battery acids, and exhaust fumes. Work in confined spaces; exposure to computer screens. Subject to emergency callback, evening, and weekend work.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

FLSA Exemption status: Non-exempt

Employee Unit: Classified; Maintenance and Operations Unit of the International Union of Operations Engineers

Job Family: Operations

Class Progression: Fleet Assistant
Fleet Coordinator/Equipment Mechanic

Job Description: Fleet Assistant

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