



FLEET MECHANIC I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a variety of general, skilled and semi-skilled duties associated with the inspection, adjustment, servicing and repair of automobiles, trucks, construction equipment and gasoline or diesel power equipment; and performs other work as assigned.

CLASS CHARACTERISTICS

This is a full working-level classification. Incumbents perform a wide range of vehicle and equipment maintenance duties, but do not directly supervise other employees. They work alone on routine or regular work assignments, checking with a supervisor on non-routine assignments or when in doubt as to the correct procedure to follow. Work is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

This class is distinguished from the higher-level class of Fleet Mechanic II as incumbents in the latter class serve as lead workers, directing and overseeing the work of Fleet Mechanic I classification.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Inspects and performs routine servicing of light vehicles and heavy equipment, to include lubrication, oil changes, replacement of worn parts, valve adjustments, engine tune-ups, compression tests, emission control system tests and adjustments, and brake adjustments.
- Diagnoses and troubleshoots vehicle mechanical and electrical problems; determines the extent of repairs needed and makes repairs as needed; coordinates the repair of heavy equipment performed by outside garages.
- Replaces and repairs water and fuel pumps, fuel injectors, starter motors, clutches, differentials, brake and steering gear; maintains hydraulic booster and vacuum systems; rewires and reconditions electrical systems; repairs or replaces exhaust systems, ignition and door locks, window vent, regulators and dash gauges.

- Orders parts and maintains vehicle parts inventory; fabricates and modifies brackets, braces and other vehicle parts and equipment; uses arc and gas welding equipment and techniques to construct, repair or modify parts and equipment.
- Uses computerized diagnostic scanners, electrical test equipment, and hand and power tools required for the work; keeps tools, equipment and garage area in neat and serviceable condition.
- Keeps fleet maintenance records to include dates of service, repairs made, parts used and recommended future service; participates in the evaluation of vehicles due for replacement and the selection of replacement vehicles.
- Services, repairs and maintains power lawn mowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
- May visit remote sites to assist with vehicle breakdowns, flat tires, or to arrange towing.
- Performs other duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

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.
- Shop tools and equipment common to the mechanic field.
- Safe work methods and safety regulations pertaining to mechanical work.
- Use and operation of oxyacetylene and electric arc welding equipment and materials.
- Practices and procedures of shop and field welding.
- 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.
- Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

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.

- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Estimate necessary materials and equipment to complete assignments.
- Prepare basic records and reports.
- Read and interpret manuals, specifications and drawings.
- Fabricate and repair a wide variety of metal parts, equipment and tools.
- Utilize safe work practices.
- Operate and test-drive various commercial and non-commercial vehicles.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Equivalent to graduation from high school. Successful completion of a formal course of instruction in auto mechanics at an accredited college or university, trade or vocational school is highly desired.

Experience

Two years experience in the maintenance and repair of gasoline and diesel powered vehicles and equipment.

Licenses/Certificates

- Possession of a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as both a Certified Automotive and Medium/Heavy Truck Technician is required.
- Possession of a valid California driver's license, Class A, is required.
- Possession of, or ability to obtain, certification from District provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; frequently

stand, bend, stoop, kneel, crouch, climb, or crouch; sufficient manual dexterity to operate small tools and equipment; work in a shop environment with possible exposure to dust, noise, and potentially hazardous substances; work in confined spaces; work in pits and on elevated equipment.

Special Requirements

Must be willing to respond to emergency situations in off hours as required.

FLSA: Non-Exempt
Range: 58
Union: JCSD Field Association
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