



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Fleet Services Technician I/II
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### **GENERAL PURPOSE**

Under immediate (Fleet Services Technician I) to general (Fleet Services Technician II) supervision, diagnoses, maintains repairs, and overhauls a wide variety of light and heavy-duty diesel, gasoline, electric, and natural gas-powered trucks, construction equipment, and automobiles; installs and repairs vehicle-mounted equipment; operates a variety of hand, power, and shop tools; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Fleet Services Technician I: This is the entry-level classification in the Fleet Services Technician series. Initially under close supervision, incumbents learn and perform routine daily operations related to the maintenance and repair of a wide variety of motorized vehicles and equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Fleet Services Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Fleet Services Technician II: This is the fully qualified journey-level classification in the Fleet Services Technician series. Positions at this level are distinguished from the Fleet Services Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at the Tech II level may be assigned back-up crane operator duties. 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.

This class is distinguished from the Senior Fleet Services Technician in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision (Fleet Services Technician I) and general supervision (Fleet Services Technician II) from the Fleet Services Supervisor. Exercises no direct supervision over staff.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

*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 them from the position if the work is similar, related, or a logical assignment to this position.*

*Positions at the Fleet Services Technician I level may exercise some of these duties and responsibilities in a learning capacity.*

- Diagnoses and performs major repairs and overhauls to light and heavy gasoline, propane, natural gas 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, and gaskets.
- 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, computer controls for engines, transmissions, brakes, and other systems, voltage regulators, wiring switches, batteries, radiators, thermostats, high pressure water pumps, etc.
- Diagnoses and repairs hydraulic systems and associated power take-off equipment, transmission and anti-locking brake system electronic computer, heating systems, transmissions, transaxles, steering mechanisms, vehicle and equipment air brakes, air conditioning systems, and refrigerant retrofits.
- Diagnoses and repairs all aspects of equipment and vehicles in the field, including emergencies and after-hours.
- Installs and repairs vehicle mounted equipment such as electric cranes, hoists, hydraulic lift equipment, welders, and compressors; installs catalysts and particulates emission filter and operates communication software.
- Performs preventive maintenance work on construction equipment, automobiles, light and heavy trucks, back-hoes, and other equipment; performs wheel alignments.
- Performs welding work on vehicles, equipment and tools; fabricates metal parts for vehicles, equipment tools, tanks, plates, grates, etc.; straightens and repairs bent vehicles, equipment, and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, pipe railings, etc.

- Reads and interprets blueprints, sketches, drawings, manuals, and specifications; estimates labor, materials, and equipment required to complete assignments.
- Repairs and rebuilds high-pressure water pumps, hoses, and controls at car washing facility, and other specialized pumps; repairs and replaces clutches, roll-up doors, vehicle body and chassis parts; rewires trailers and equipment; locates and repairs short circuits; repairs and replaces electric dash gauges.
- 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.
- May work in confined space (permit required) areas.
- May provide training and instruction to lower-level employees.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Fleet Technician II - When assigned as back-up Crane Operator:

- Operates, maintains and performs minor repairs on mobile truck hydraulic cranes; performs heavy rigging functions according to standard safety procedures using wire ropes and slings.
- Safely performs specialized activities such as out-of-ordinary rigging and setting up cranes under potentially hazardous conditions such as uneven or soft terrain, around overhead power lines, and around structures.
- Transports heavy equipment such as manlifts, forklifts, piping, track hoe, pumps, etc. utilizing truck and trailer.
- Operates and maintains shuttle truck when needed, and may be required to deliver fuel on an emergency basis.

**REQUIRED QUALIFICATIONS**

Knowledge of:

*Positions at the Fleet Services Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of light to heavy gasoline, natural gas, propane, electric and diesel-powered vehicles and related equipment, 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 the operation of oxyacetylene and electric arc welding equipment; 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.
- Safe working practices and safety equipment related to the work.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- 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.
- 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 computer and software programs relevant to work.

Ability to:

- Independently diagnose and repair a wide range of complex mechanical problems in both light and heavy-duty vehicles and construction equipment.
- Operate and maintain a wide variety of hand, power and shop tools, and equipment used in the work, including boom cranes for those assigned to back-up crane operations.
- Estimate necessary materials and equipment to complete assignments.
- Prepare records and basic 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.
- Maintain logs and records.

- Understand and follow oral and written instructions.
- Make sound independent judgments within established guidelines.
- Understand and follow oral and written instructions.
- 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.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Fleet Services Technician I: Two (2) years of experience in the maintenance and repair of light and heavy vehicles and construction equipment.
- Fleet Services Technician II: Three (3) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment.

Education:

- Fleet Services Technician I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in diesel or gasoline-powered mechanics.

Licenses/Certifications:

- Fleet Services Technician I/II:
  - Ability to obtain and maintain Forklift Operator Certification within one (1) year of date of hire by participating in the District provided forklift training.
  - A valid California Class A driver's license, or a valid California Driver's license with the ability to obtain a California Class A Driver's License within one (1) year of date of hire, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A drivers' license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

➤ Fleet Services Technician II:

- For those assigned to back-up crane operations as a condition of employment, participate in District provided training as needed and obtain and maintain crane operator certification by NCCO with TSS rating within 6 months of hire.
- For those not assigned to back-up crane operator, eight (8) minimum certifications in any combination of the following:
  - Any Automotive Service Excellence (ASE) certification in Automotive or Heavy Truck Repair.
  - Compressed Natural Gas (CNG) Tank Inspector training and certification through Natural Gas Vehicle Institute (NGVI)
  - California Air Resource Board (CARB) approved Heavy Duty I/M tester certification
  - Welder certification

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a workshop and 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 spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools; and vision to inspect and operate equipment, and to operate a motor vehicle and visit various District sites. 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.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in workshop and a field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards,

Eastern Municipal Water District  
Job Title: Fleet Services Technician I/II  
Last Update: December 2022

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.

### **FLEX REQUIREMENTS**

Positions in the Fleet Services Technician I/II class series are flexibly staffed; positions at the Fleet Services Technician II level are normally filled by advancement from the Fleet Services Technician I level; progression to the Fleet Services Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Fleet Services Technician II level.

Eastern Municipal Water District  
Job Title: Fleet Services Technician I/II  
Last Update: December 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	<i>December 2022</i>
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Fleet Services Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_