

**JOB DESCRIPTION**  
**Fleet Services Mechanic I (Flex)**  
**Fleet Services Mechanic II**  
**Code Number: 42008, 42009**

**GENERAL PURPOSE**

Under general supervision, services, inspects, maintains and makes minor repairs to a variety of light, medium and heavy duty vehicles and equipment; assists journey-level mechanics; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Fleet Services Mechanic I is the semi-skilled entry-level class in the series. Initially under immediate supervision, incumbents learn and perform a variety of duties in the fueling, servicing and maintaining of vehicles and motorized equipment. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Fleet Services Mechanic II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher class.

Fleet Services Mechanic II is the journey-level class in this series. Under general supervision, incumbents perform a variety of semi-skilled duties in the servicing of vehicles, including motorized maintenance and construction equipment used by the District's field crews. This class differs from the lower-level class in that employees are expected to have a full knowledge of the District's fleet servicing standards and procedures and their assignments are focused on heavy duty construction equipment.

Incumbents may also be assigned to assist journey-level technicians in the maintenance and repair of vehicles and equipment.

**ESSENTIAL 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 the class.*

Inspects, adds and/or changes fluid levels in brake, steering and other systems.

Inspects vehicles for operating condition and safety problems; reports problems to supervisor or mechanics.

Changes oil and filters.

Performs brake repairs and overhauls, including turning drums and rotors.

Aligns vehicle front ends using computerized four-wheel alignment system.

Fuels vehicles and equipment; keeps gasoline, oil and lube services records on vehicles and equipment.

Changes engine, transmission, differential and power take-off lubricants.

Checks and replaces radiator, hydraulic and pneumatic hoses.

Changes radiator fluids.

Performs scheduled preventive maintenance inspections on a variety of light- medium- and heavy-duty equipment; performs 90 day truck inspections required by law.

Tests, adds fluids, replaces and/or charges batteries.

Changes, balances and repairs tires on vehicles and light- and heavy-duty equipment, including split-rim wheels.

Changes and installs bulbs, wiper blades and other simple mechanical parts.

Diagnoses and repairs vehicle charging systems.

Operates compressors, cranes, steam cleaners, pneumatic and electric tools.

Reads, interprets and works from manuals, diagrams and written instructions.

May be required to use a personal computer to use Mitchel On Demand.

Drives trucks to deliver supplies and materials.

Cleans parts and engines.

Responds to service calls in the field making minor repairs and replacement of parts to vehicles and equipment.

Maintains records and logs of servicing of vehicles and equipment.

Washes and cleans automobiles and equipment.

Cleans shop and vehicle service areas.

Assists journey-level technicians.

May perform minor maintenance and repairs to vehicles and equipment, such as repairing brakes, replacing shocks, changing oil, repairing tires, replacing bulbs and fuses and inspecting safety devices.

Performs related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Basic operations and maintenance of vehicle systems and components; use and maintenance of basic shop, hand and power tools, such as sockets, wrenches, torque wrenches, pneumatic wrenches, greasing tools and other related tools; types and grades of lubricants, coolants, brake, steering and other fluids used in automotive and equipment servicing; use and maintenance of tire changing and balancing equipment; safe working practices and safety equipment related to the work; federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

### **Ability to:**

Operate basic shop, hand and power tools, vehicle hoists and jacks; operate tire changing and balancing equipment; operate computerized alignment equipment; understand and follow oral and written instructions; keep basic logs and records; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, orally and in writing; make sound independent judgments within established guidelines.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined is graduation from high school or G.E.D. equivalent and one year of experience in the servicing of light, medium and heavy duty vehicles and motorized equipment.

A Fleet Services Mechanic I may be considered for advancement to Fleet Services Mechanic II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, a Fleet Services Mechanic I is expected to be capable of meeting the proficiency criteria within a 6–24 month period, depending on an individual's prior experience and progression in performing the full range of Fleet Services Mechanic II duties as described in the established performance criteria.

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license, Class A, or the ability to obtain one within one year of date of hire, and the ability to maintain insurability under the District's Vehicle Insurance Policy is required if performing service and making minor repairs on heavy duty vehicles. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law. Achieve and maintain forklift operators permit; competence in crane operations, lock out/tag out procedures, respiratory protection procedures, confined space entry, and HAZCOM area procedures.

## **PHYSICAL AND MENTAL DEMANDS**

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

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, employees are frequently required to use oral and written communications; use math and mathematical reasoning; and interact with District staff and other organizations. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

## **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.*

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud. The employee is subject to work around raw sewage.

Employees are subject to weekend and/or rotating shifts and 24-hour call out.

**FLSA DETERMINATION:** Non-exempt.

**FLEX REQUIREMENTS**  
**Fleet Services Mechanic I (Flex)**  
**Fleet Services Mechanic II**

**LENGTH OF TIME REQUIRED**

A Fleet Services Mechanic I may advance or “flex” to the Fleet Services Mechanic II class after **6-24 months** of experience in the Fleet Services Mechanic I class.

**PERFORMANCE RATING**

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

**COMMENTS**

The Fleet Services Mechanic I must also demonstrate proficiency to perform the full range of duties as described in the Fleet Services Mechanic I/II job description. This includes demonstrating proficiency to independently repair and change tires on heavy equipment and class 7 and 8 trucks.

A Class A driver’s license is required in order to move to the II level.