

CONEJO RECREATION & PARK DISTRICT

Job Title: Senior Fleet Technician

Division: Parks & Planning

Summary:

Provides lead-level supervision, training and coordination for fleet maintenance tasks and responsibilities; performs advanced, complex repairs and maintains diesel and gasoline vehicles and equipment; overhauls, repairs and adjusts engines, transmissions and related vehicle systems; maintains shop equipment and orders supplies; schedules and reviews the work of specialty repair shops; performs preventive maintenance duties; follows safety rules; and performs related duties as assigned.

Essential Duties and Responsibilities:

- Instructs, trains and provides lead-level supervision for fleet maintenance staff; oversees and evaluates staff work performance.
- Schedules equipment repair and maintenance tasks.
- Performs skilled mechanic duties including more advanced/complex troubleshooting, diagnosing and repairing of diesel and gasoline vehicles and equipment; operates a variety of specialized computerized and electronic diagnostic equipment and machinery.
- Performs emission testing and certification of vehicles and equipment; recommends inspections and repairs to be performed by outside vendors.
- Overhauls, repairs and adjusts engines, clutches, transmissions, differentials, and related components; replaces valves, pistons, main bearings and crank shafts; fits and adjusts wheel bearings; installs axles and wheels; repairs and rebuilds front ends.
- Keeps engines tuned for efficient and dependable operation; repairs, replaces and installs parts and components as necessary; performs preventative maintenance functions.
- Conducts emergency repair work on vehicles and equipment in the field; transports equipment between locations, as necessary.
- Welds, fabricates and assembles parts and equipment; fabricates and modifies tools as needed; performs minor body repair work.
- Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes hazardous materials according to established procedures.
- Maintains work, time and material records and preventive maintenance schedules.
- Maintains safety and preventive maintenance programs on assigned equipment.
- Inspects equipment for serviceability and recommends disposition.

Other Duties and Responsibilities:

- May drive a District or personal vehicle.

- Evaluates performance specifications for vehicles and equipment and prepares specifications for bid purchasing.
- Provides detailed input to equipment maintenance and history records, utilizes specialized software, and maintains a variety of records such as vehicle service records, CHP, EPA, Cal Smog Inspections and reports.
- Advises supervisors on purchases of District equipment and assists in budget preparation and recommendations.
- Participates during disasters or when emergency response is needed.
- May be required to supervise, direct, schedule, assign and coordinate the work of individuals in the performance of equipment repair and maintenance tasks.
- Non-exempt employees may be required to work overtime.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. *

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, supplemented by completion of an apprenticeship and/or training in the repair and maintenance of gas- and diesel-powered and associated equipment, including specialized light/heavy equipment repair training courses, plus five years of experience in the maintenance and repair of gas- and diesel-powered equipment; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other District employees and when training employees or contract workers regarding the safe operation of equipment.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate weight measurement, volume and distance and compute rate, ratio and percent.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates and Licenses:

- Valid California Class A driver's license with current medical certification, a good driving record and current automobile insurance.
- The employee is subject to Department of Transportation requirements including drug and/or alcohol testing and must comply with all applicable drug and alcohol policies, procedures, laws, rules and regulations.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position provides lead-level work guidance to technicians, assistants and/or contract and temporary staff. May also contribute to and participate in performance evaluations.

Work Environment:

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

While performing the duties of this job the employee is regularly exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places, outside weather conditions and risk of electrical shock. The noise level in the environment is loud.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is regularly required to lift up to 100 pounds and frequently lift or move more than 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.