

# CONEJO RECREATION & PARK DISTRICT

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## Job Title: Fleet Technician

Division: Parks & Planning

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### Summary:

Under general supervision, performs minor and major repairs and maintains diesel and gasoline vehicles and equipment; overhauls, repairs and adjusts engines, transmissions and related vehicle systems; assists in maintaining shop equipment and ordering supplies; schedules and reviews the work of specialty repair shops; performs preventive maintenance duties; follows safety rules; and performs other related duties as assigned.

### Essential Duties and Responsibilities:

- Performs semi-skilled mechanic duties including troubleshooting, diagnosing and repairing diesel and gasoline vehicles, trucks and equipment.
- Inspects, diagnoses and locates mechanical difficulties on automobiles, trucks, park equipment, and construction equipment; determines extent of necessary repairs and estimates time and materials needed.
- 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 and repair work.
- Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to established procedures.
- Performs safety inspections on all vehicles and ensures all repairs have been completed.
- Estimates time, materials and equipment required for assigned jobs; requisitions materials as required.
- Maintains an accurate inventory of shop parts; purchases equipment parts and materials; contacts vendors and suppliers to obtain parts and materials as needed.

### Other Duties and Responsibilities:

- Participates during disasters or when emergency response is needed.
- May be required to supervise, direct, schedule, assign and coordinate the work of individuals performing equipment repair and maintenance tasks.

- May be required to drive District or personal vehicle.
- 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 and completion of apprenticeship and/or training in maintaining and repairing gasoline- and diesel-powered and associated equipment, plus two years of experience in the maintenance and repair of gas- and diesel-powered equipment.

### **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.

### **Math Ability:**

Ability to calculate weight measurement and distance. Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **Reasoning Ability:**

Ability to apply common-sense understanding to carry out instructions provided in written, oral, or diagram form. Ability to deal with problems involving concrete variables in standardized situations.

### **Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance; Class A preferred.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**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 to 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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*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.*