

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**FLEET MECHANIC I, II, III**

**DEFINITION**

Under general supervision of the Pumps and Motors Supervisor, incumbents perform a variety of basic to journey level assignments related to maintaining and repairing the District's fleet.

**CLASS CHARACTERISTICS**

Fleet Mechanic I is the entry-level class in the Fleet Mechanic series. Incumbents are responsible for performing routine activities related to fleet maintenance to include: servicing vehicles and equipment, performing tire changes, safety inspections, and assisting higher level staff.

Fleet Mechanic II is the journey level class in the Fleet Mechanic series. Incumbents are fully competent and are expected to perform journey level duties related to maintaining and overhauling a wide variety of trucks and heavy equipment and their related components and systems.

Fleet Mechanic III is the advanced level class in the Fleet Mechanic series. Incumbents are fully competent and are expected to perform the full range and the most complex duties related to maintaining the District's fleet. Incumbents are lead workers and may be required to serve as a crew leader.

Incumbents may work a varied work week, different shifts, stand duty and must be able to respond to emergencies as deemed necessary by the District, and may be required to work in wastewater facilities to include collection, distribution and reclamation.

**ESSENTIAL DUTIES**

*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 Mechanic I level may perform some of these duties and responsibilities in a learning capacity.*

*Positions at the Fleet Mechanic III level may serve as a lead which includes prioritizing and assigning work and training employees on work methods.*

Performs vehicle servicing activities, which includes: changing oil; checking fluid levels; inspecting brakes, chassis components, and tires; and performing other related activities. Logs results on appropriate forms.

Diagnoses, repairs, and maintains a wide variety of trucks, generators, natural gas engines and heavy equipment and their component systems and computerized automotive systems; troubleshoots, diagnoses and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins and gaskets.

Diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel pumps, starter motors, distributors, generators/alternators, voltage regulators, wiring, switches, batteries, radiators, thermostats and water pumps.

Diagnoses, repairs, overhauls, and maintains transmission systems including such parts as clutches, standard transmissions, differential units, front and rear axles, gears, bearings, universal joints and hydraulic units; removes, repairs and replaces tires and wheels; diagnoses, repairs and adjusts steering mechanisms and other controls.

Makes oral and written reports of work performed; completes forms and keeps accurate maintenance records.

Reads and interprets manuals, drawings and specifications; estimates labor, material and equipment and orders parts required to complete assignments.

Performs preventive maintenance on construction equipment, generators, natural gas engines, trucks, automobiles and other vehicles and equipment including oil changes and lubrications according to pre-established schedule; fuels vehicles and equipment; road tests vehicles; inspects vehicles in the shop and field; modifies, fabricates and installs new parts using welding equipment; maintains and repairs small gasoline engines and similar equipment.

Stores, maintains records for, and arranges for disposal of hazardous waste materials such as oil, tires, batteries and other supplies as required by the California Bureau of Automotive Repair, California Air Resources Board, California Highway Patrol and San Diego Air Pollution Control District.

Uses and maintains a full set of hand, power and shop tools and equipment related to the work; observes safe work methods and utilizes safety equipment related to the work.

Performs vehicle safety inspections, maintenance and repairs, as required by the California Bureau of Automotive Repair, California Air Resources Board, California Highway Patrol and San Diego Air Pollution Control District.

Performs security walk arounds and inspections of facility fuel stations, gates, and/or other applicable buildings.

Assists in the repair and maintenance of water distribution and wastewater reclamation systems and facilities.

Performs other duties as assigned.

### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline powered vehicles, generators, and natural gas engines; operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field; basic first aid and CPR techniques; safe work methods and safety regulations pertaining to the work; and, shop mathematics; using computer and related software applications.

**Ability to:** Diagnose and repair a wide variety of diesel and gasoline powered vehicles and equipment, generators and natural gas engines; operate and maintain a wide variety of hand, power and shop tools and equipment used in the work; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments; exercise independent judgment and initiative without close supervision; prepare records and reports; read and interpret manuals, specifications and drawings; understand oral communication, communicate clearly and concisely and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** Fleet Mechanic I, II, and III: Equivalent to a High School Diploma.

**Experience:** Fleet Mechanic I- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Fleet Mechanic II- A minimum of two years of experience as a Fleet Mechanic I, or its equivalent; or a minimum of two years of experience working with pumps, motors and electrical controls; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Fleet Mechanic III- A minimum of two years of experience as a Fleet Mechanic II, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licenses and Certifications:** Fleet Mechanic I- California Class C Driver's License; *Ability to obtain within two years as a condition of employment:* California Class A Driver's License; Completion of one semester in Automotive &/or Diesel Mechanics from an accredited school; ASE Automotive Certification in: Brakes.

Fleet Mechanic II- California Class A Driver's License; ASE Automotive Certification in: Brakes, Engine Repair, Manual Drive Train and Axles; Completion of one semester of college level welding.

Fleet Mechanic III- California Class A Driver's License; ASE Automotive Certification in: Brakes, Manual Drive, Train and Axles, Engine Repair, Automatic Trans/Transaxle, Suspension and Steering, Electrical/Electronic Systems.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. 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 incumbent is regularly required to use hands and fingers to grasp, feel, and reach; climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The incumbent frequently is required to sit, stand and walk. The incumbent must regularly lift and/or move from 25 to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

**Work Environment:** While performing the duties of this job, the incumbent is regularly exposed to high, precarious places; fumes or airborne particles; outside weather conditions; and risk of electrical shock. The incumbent is frequently exposed to wet and/or humid conditions and moving mechanical parts. The incumbent is occasionally exposed to vibration. The noise level will range from moderate to very loud.

POSITION DESCRIPTION APPROVED:

  
\_\_\_\_\_  
General Manager

*12/2/2020*  
\_\_\_\_\_  
Date