

CONEJO RECREATION & PARK DISTRICT

Job Title: Fleet Technician Assistant

Division: Parks & Planning

Summary:

Under direct supervision, performs routine inspections, entry level repairs and servicing of a wide variety of fleet vehicles and equipment; assists in major repairs and maintenance of diesel and gasoline vehicles and equipment; assists in the overhauling, repairing, and adjusting of engines, transmissions, and related vehicle systems; assists in maintaining shop equipment and ordering supplies; performs preventive maintenance duties; follows safety rules.

Essential Duties and Responsibilities:

- Performs entry level mechanic duties including troubleshooting, diagnosing and repairing diesel and gasoline vehicles, trucks and equipment.
- Assists in the inspection, diagnosis, and location of mechanical difficulties on automobiles, trucks, parks equipment, and construction equipment; assists in the determination of the extent of necessary repairs and estimates time and materials needed.
- Acts as helper in the repair, replacement, and adjustment of equipment
- Lubricates and services automobiles, trucks, and other motorized equipment
- Performs routine inspections that include preventive maintenance, emission, BIT and safety.
- Performs routine repairs including brakes, suspension, engines, transmissions, steering, light welding and tires (truck and auto), and installs communication and emergency lighting equipment.
- Conducts emergency repair work on vehicles and equipment in the field; transports equipment between locations as necessary.
- Assists in the welding, fabricating, and assembling of parts and equipment; assists in the fabricating and modification of tools as needed; assists in the performance of 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 jobs assigned; requisitions materials as required.
- Assists in the maintenance of an accurate inventory of parts for maintenance and emergency repairs; assists in the purchasing of equipment maintenance parts and materials; contacts vendors and suppliers to obtain parts and materials as needed.
- Identifies and reports abuse of equipment and related safety problems.
- Maintains work, time, and material records and preventive maintenance schedules.
- 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:

High school diploma, G.E.D., or graduation from an appropriate trade school or completion of apprenticeship and/or training in the repair and maintenance of gasoline, diesel powered, and associated equipment; some experience in the maintenance and repair of gas and diesel powered equipment preferred; 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 present information one on one and in small groups.

Math Ability:

Ability to add, subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to calculate weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written and oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

A valid State of California Driver's License. Class A preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

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. *

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. The employee is frequently required to lift or move more than 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

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

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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.