

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Lead Fleet Technician Assistant**

**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.

### **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, parks 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 up 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 jobs assigned; requisitions materials as required.
- Maintains an accurate inventory of parts for maintenance and emergency repairs; purchases 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.

### **Other Duties and Responsibilities:**

- May be mobilized in the event of a disaster.
- May be required to supervise, direct, schedule, assign and coordinate the work of individuals in the performance of equipment repair and maintenance tasks.
- 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 or G.E.D and completion of apprenticeship and/or training in the repair and maintenance of gasoline, diesel powered, and associated equipment plus two (2) 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 add and 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, oral, or diagram 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.