

# **CONEJO RECREATION & PARK DISTRICT**

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

**Division:** Parks & Planning

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### **Summary:**

Under direct supervision, performs routine inspections, entry-level repairs and servicing of a variety of fleet vehicles and equipment; assists in 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; and performs related duties as assigned.

### **Essential Duties and Responsibilities:**

- Completes regular/preventive maintenance vehicle service checks; fuels, lubricates and services vehicles and equipment; checks brakes, fluid levels, windows and mirrors; replaces hoses, belts and fittings; tunes engines using modern test equipment; examines, charges and replaces batteries; checks vehicles for damage; cleans and polishes vehicles, upholstery and equipment.
- Assists in the inspection, diagnosis and location of mechanical difficulties on District vehicles; assists in the conduct of annual vehicle smog checks.
- Performs safety inspections on District vehicles; ensures completion of all repairs; may test drive vehicles and pick up and deliver vehicles from repair shop.
- Acts as helper in the repair, replacement and adjustment of equipment
- Assists in emergency repair work on vehicles and equipment in the field; transports equipment between locations, as necessary.
- Assists in welding, fabricating and assembling parts and equipment; assists in fabricating and modifying 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.
- Assists in maintaining an accurate inventory of shop parts; assists in purchasing equipment maintenance parts and materials; contacts vendors and suppliers to obtain parts and materials as directed.

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

- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs 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; or graduation from an appropriate trade school or completion of apprenticeship and/or training in the repair and maintenance of gasoline- or diesel-powered and associated equipment; or an equivalent combination of education and experience. Some experience in the maintenance and repair of gas- and diesel-powered equipment is preferred.

### **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 and subtract two-digit numbers, multiply and divide, and to measure and mix portions.

### **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:**

- Valid California driver's license with a good driving record and 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 class. Reasonable accommodations may be made to enable qualified 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 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.*