

**WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY**

**FLEET MECHANIC SERIES
(Fleet Mechanic I and Fleet Mechanic II)**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision or direction, the Fleet Mechanic plans, coordinates, and performs the repair and maintenance of the District fleet including but not limited to automobiles, medium and heavy duty trucks, sewer cleaning equipment, light construction equipment, and other motorized, portable, and stationary equipment; maintains fleet asset management database and preventive maintenance program; performs, on an as-needed basis, various wastewater collection system maintenance duties assigned to the Maintenance Worker series, including cleaning, televising, inspection, repairing, clearing, locating, and construction; demonstrates a full understanding of the proper and safe use, and operation of all equipment, tools, and methods associated with fleet mechanics and wastewater collection system maintenance; demonstrates a full understanding of all applicable regulatory requirements, policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Fleet Mechanic I

The Fleet Mechanic I is a skilled class within the Fleet Mechanic series. The incumbent possesses functional and demonstrated knowledge, abilities and skills in fleet mechanics. This position allows the incumbent to develop into a journey class through additional experience and training in the repair and maintenance of all equipment in the District fleet and familiarization with the fleet asset management database and preventive maintenance program. In the area of wastewater collection system maintenance, the Fleet Mechanic I is considered to be an entry or novice class within the Maintenance Worker series. The incumbent is expected to develop basic understanding of wastewater collection system operation and maintenance practices, sewer equipment utilization and functionality, and become familiar with the District collection system and service area. This classification typically performs more routine and less complex tasks, which distinguishes it from the next higher position of Fleet Mechanic II.

Fleet Mechanic II

The Fleet Mechanic II is a journey class within the Fleet Mechanic series. The incumbent possesses a thorough and high level of knowledge, abilities and skills in fleet mechanics and in the repair and maintenance of all equipment in the District fleet. The incumbent is effective in the utilization and management of the fleet asset database and preventive maintenance program. The Fleet Mechanic II is considered a skilled class within the Maintenance Worker series. The incumbent has developed a firm understanding of wastewater collection system operation and maintenance practices, sewer equipment utilization and functionality, and is familiar with the District collection system and service area. This classification typically performs both routine and more complex tasks, which distinguishes it from the lower position of Fleet Mechanic I.

SUPERVISION RECEIVED AND EXERCISED

Fleet Mechanic I and II

The Fleet Mechanic independently perform fleet mechanic duties, while receiving general supervision and direction from the Operations Supervisor. Incumbents may provide general direction and exercise technical guidance to staff assisting the Fleet Mechanic. While performing as a Maintenance Worker, the Fleet Mechanic receives immediate guidance and or supervision from Maintenance Worker II or Maintenance Lead Workers. Incumbents of this class do not exercise any supervision.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include, but are not limited to the following:

- Perform regular safety and preventive maintenance inspections of District Fleet (gasoline and diesel fueled automobiles, medium and heavy trucks, sewer cleaning equipment, light construction equipment, and other motorized, portable, and stationary equipment).
- Perform a variety of basic routine repair and maintenance on the District Fleet: replace windshield wipers, replace light bulbs, replace air and fuel filters, fill brake and steering fluid reservoirs, engine oil service, maintain tire pressure, etc.
- Inspect, diagnose, repair, replace, and maintain all mechanical, electrical, hydraulic, and pneumatic systems.
- Perform preventive maintenance services: engine and transmission oil/filter changes, brake inspections and repair, engine tune-ups, replace belts and hoses, change/fill hydraulic oil, lube joints, rotate tires, etc.
- Daily review and verification of Driver Pre-Trip and Post-Trip Inspection Reports to verify that vehicles are safe to drive and available for use.
- Outsource, coordinate, and monitor specialty or major repairs.
- Utilize hand and power tools, gauges, shop equipment, measuring and testing instruments common to the automotive and fleet maintenance trade.
- Order and maintain supply of common supplies, parts, and tools.
- Maintain tools, supplies, and maintenance shop in a safe, clean, and orderly manner.

- Utilize computer and asset management software to manage preventive maintenance program, create and close work orders, log manufacturer recalls and outsourced work, verify and update preventative maintenance schedules to match manufacturer's recommendations, track maintenance costs, and provide a variety of maintenance reports.
- Road test vehicles and operate equipment as needed to diagnose problems.
- Perform cleaning, repair, construction, CCTV inspection, locating, and installation work on a variety of structures and assets related to the sanitary sewer and storm drain systems.
- Operate a variety of vehicles and equipment including: service trucks, dump trucks with trailers, forklifts, skid loaders, Vactor Combination and Jetter trucks, Champion Rodder trucks, emergency generators and pumps, CCTV van, and others.
- Perform traffic control and setting and dismantling of traffic control devices.
- Establish positive working relationships and demonstrate a professional demeanor to representatives of community organizations, state/local agencies, District Board, management and staff, and the public.
- Perform other related work as required.

WORKING CONDITIONS

This position performs work primarily in the mechanic shop and yard, and periodically in the field. It requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when using tools, operating equipment, and performing work in the field. The need to lift, carry and push/pull tools, equipment and supplies weighing up to 122 pounds is required (reference Maintenance Worker Job Task Analysis). Additionally, while working outdoors the incumbent works in all weather conditions including wet, dry, hot, and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use noise producing power tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The need to regularly communicate via mobile phone devices and or two-way radio is also required. Electronic field devices (laptops) and associated programs are utilized as part of the daily maintenance routine.

A Physical Demand Analysis was performed for the Fleet Mechanic series that identifies essential tasks related to these positions. Specific strength and motion requirements have been identified in the Analysis for each essential task and establishes the physical capabilities that will be required of the incumbent. To qualify for a position in the Fleet Mechanic series, a functional capacity test will be administered following an offer of employment, but prior to employment, to determine if the individual can meet the strength and motion requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Positions in this class are required to pass Department of Transportation (DOT) physicals and are subject to random alcohol and drug testing requirements as required by DOT regulations covering safety-sensitive employees in commercial transportation.

Employees of the District are, by State and Federal law, Disaster Service Workers (CA Government Code, Section 3100). In the event of a declared emergency, any employee may be assigned activities that promote the protection of public health and safety, or the preservation of lives and property, either at the District or within the local community.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience requirements that provides the required knowledge, abilities, and skills necessary for the position is considered qualifying. A typical way of meeting the required education and experience is to possess the equivalent of:

Fleet Mechanic I

- A high school diploma, GED equivalent, or completion of the twelfth grade.
- Three years of experience as an automobile, medium and heavy truck, specialized utility equipment, or construction equipment mechanic.
- Successful completion of Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework within 12 months of hire.
- Attend Vactor Operator and Mechanics Training within 12 months of hire.
- An Associate Degree in Automotive Technology or an Automotive Technology Certificate from an accredited college or trade school can be used to substitute two years, or one year, of mechanic experience, respectively.

Fleet Mechanic II

- A high school diploma, GED equivalent, or completion of the twelfth grade.
- Five years of experience as an automobile, medium and heavy truck, specialized utility equipment, or construction equipment mechanic, with two of these years as a fleet mechanic equivalent to that obtained as a District Fleet Mechanic I.
- Successful completion of Kenneth Kerri, Operation and Maintenance of Wastewater Collection Systems - Volume I and Volume II Coursework within 12 months.
- Attend Vactor Operator and Mechanics Training within 12 months of hire.
- Attend Vactor Electronic Troubleshooting Training within 24 months of hire.
- An Associate Degree in Automotive Technology or an Automotive Technology Certificate from an accredited college or trade school can be used to substitute two years, or one year of mechanic experience, respectively (no substitution allowed for District Fleet Mechanic I or fleet mechanic equivalent experience).

LICENSE OR CERTIFICATION:

Fleet Mechanic I

- Possession of a valid Class C California driver's license.
- Obtain a Class A or B California commercial driver's license with air brake test and tank endorsement within the six-month probationary period.
- Obtain a Grade I Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program is required to obtain the fourth step or promotion to the Fleet Mechanic II level.
- Obtaining two Automotive Service Excellence (ASE) Automobile and Light Truck Certification Tests (A Series) is desirable before promotion to the Fleet Mechanic II level.

Fleet Mechanic II

- Possession of a Class A or B California driver's license with air brake test and tank endorsement.
- Obtain a Grade I Collection System Maintenance Certification issued by the California Water Environment Association Technical Certification Program within 12 months of hire or promotion.
- Possession of two Automotive Service Excellence (ASE) Automobile and Light Truck Certification Tests (A Series) is desirable.
- Obtaining two Automotive Service Excellence (ASE) Medium and Heavy Truck Certification Tests (T Series) is required to obtain the fifth step.

KNOWLEDGE, ABILITIES, AND SKILLS

(The following are a representative sample of the KAS's necessary to perform essential duties of these positions. The level and scope of the knowledge and abilities listed below vary within the Fleet Mechanic series with an expectation of moderate to thorough KAS levels at the Fleet Mechanic I and Fleet Mechanic II positions, respectively.)

Knowledge of:

- Principles and practices of repair, overhaul, servicing, and preventive maintenance of gasoline and diesel powered equipment.
- Methods, practice, procedures, tools, materials, and equipment utilized for the overhaul, servicing, trouble shooting, and preventive maintenance of automobiles, medium and heavy trucks, light construction equipment, and other gasoline and diesel powered equipment.
- Operation, maintenance, and calibration of hand and power tools, gauges, measuring and testing instruments, shop equipment common to the automotive and fleet maintenance trade.
- Best practices, techniques, equipment, tools, and materials used in collection system operation and maintenance, construction, CCTV inspection and condition assessment, and repair of sanitary sewer systems and related collection facilities.
- District Sewer System Management Plan (SSMP).

- Computerized Maintenance Management Software (CMMS) specifically Lucity, and utilization of fleet management programs.
- Use of computers and basic software (Word, Excel, and Outlook).
- State of California, California Highway Patrol, Basic Inspection of Terminal (BIT) Program.
- State, County, and Regional regulations regarding use, handling, storage, and disposal of chemicals.
- District Ordinance and Policies.
- Safe work practices and safety requirements in accordance with District Health and Safety Program, applicable Cal-OSHA General Industry and Construction safety orders and practices.
- Arithmetic, and basic statistics and algebra.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Proper verbal and written communication.

Ability and Skill to:

- Manage the District Fleet preventive maintenance program and perform all necessary work to ensure equipment is maintained in accordance with the manufacturer's maintenance guidelines and or District established preventive maintenance schedules.
- Utilize hand and power tools, gauges, measuring and testing instruments, shop equipment to perform safe, efficient, and effective repair and maintenance service.
- Ensure that all equipment in the District Fleet is in proper working order and in constant state of readiness.
- Inspect and accurately diagnose equipment problems in order to make the appropriate repairs.
- Operate the CMMS program to accurately enter and maintain asset and service records and generate maintenance reports.
- Properly evaluate the scope of repair and determine, based on professional capability and available resources, if outsourcing of work is required.
- Safely and effectively perform in any maintenance worker capacity, including the operation and use of maintenance equipment and tools, that may be required for the successful completion of maintenance, repair, or response activities.
- Operate a variety of tools and equipment used in collection system maintenance and construction; operate hand and power tools safely and competently.
- Follow written and verbal instructions and communicate through both written and verbal forms in a clear, concise, and appropriate manner.
- Provide excellent customer service by establishing positive working relationships and demonstrate a professional demeanor to representatives of community organizations, state/local agencies, District Board, the public and to management and staff.
- Prioritize, organize, and complete multiple concurrent tasks within established timeframes.