



**TITLE: FLEET MECHANIC I/II/III**

**FLSA: Non-Exempt**

**BOARD APPROVED:**

**BARGAINING UNIT: Misc.**

---

## **DEFINITION**

Under varying levels of supervision, performs a variety of work in maintenance and repair on County Road maintenance equipment, County vehicles, construction equipment; operates a variety of hand, power, and shop tools; maintains records of service.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Fleet Operations Manager and/or the Assistant Fleet Operations Manager. No direct supervision is exercised.

## **CLASS CHARACTERISTICS**

This series is flexibly staffed, with assignment at and advancement to the appropriate level within the series based on departmental need and supervisory assessment of an incumbent's performance and experience.

Fleet Mechanic I: This is the entry-level, training position in the Public Works Fleet Mechanic series that performs basic repairs and routine maintenance. This class is distinguished from other public works maintenance classes by the specialized knowledge and skill required for maintenance of vehicles and associated power equipment and tools. As experience is gained, assignments become more varied and complex; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently.

Fleet Mechanic II: This is the journey-level class that performs a variety of preventive maintenance, troubleshooting, service, and repair activities on a range of light and heavy equipment and vehicles. This class is distinguished from the Fleet Mechanic III class in that the latter works independently at the advanced journey-level with specialized knowledge and skill required for maintenance of vehicles and associated power equipment and tools, and performs a full range of maintenance activities.

Fleet Mechanic III: This is the advanced journey-level in the Public Works Fleet Mechanic series that independently performs a full range of preventative maintenance, troubleshooting, service, and repair activities of light and heavy equipment and vehicles. Incumbents are responsible for ensuring equipment, service vehicles, and shop facilities are maintained in a safe and effective working condition and provide the highest level of safety for Department/County use. This class is distinguished from the Assistant Fleet

Operations Manager in that the latter performs the most complex maintenance and repair duties to vehicles and heavy equipment and provides lead direction and technical guidance to assigned staff. It is further distinguished in that the latter provides responsible support and assistance to the Fleet Operations Manager.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)**

(Examples may not be reflective of each classification in series)

- Assembles/disassembles equipment as required.
- Maintains equipment service records.
- Loads and unloads equipment and supplies.
- Assists in maintaining a clean and orderly shop area, a safe work environment, and in maintaining the surrounding grounds; secures building at night.
- Attends meetings and training to enhance job knowledge and skills.
- Inspects, evaluates, and tests equipment and vehicles; estimates time and material requirements; reads and interprets shop manuals and specifications; reviews and monitors completed work to ensure quality control standards are met.
- Performs a variety of equipment repairs and maintenance tasks, including locating and diagnosing mechanical defects; fabricates special bodies, parts, and essentials as necessary; performs repairs on various types of pumps, motors and valves, gasoline, and diesel engines.
- Performs acetylene and electrical welding work on equipment; designs, fabricates and welds tools and equipment parts; performs skilled welding on tanks, pumps, and other related equipment.
- Drives vehicles and operates a wide variety of equipment, including a forklift, service trucks, hydraulic equipment, mechanic's tools, electrical test equipment, lathes, tire removal machine, hand and power tools, welding tools, and other related equipment and tools, and ensures care and safety while using tools, vehicles and equipment.
- Performs the timely and thorough inspection and/or testing of vehicles and equipment as required.
- Performs routine maintenance duties as required, including but not limited to pressure washing equipment and vehicles, changing tires, installing glass, loading and unloading freight, etc.
- Performs related work as required.

### **QUALIFICATIONS**

(Required knowledge and abilities are listed generally for all positions. Actual requirements will be based upon the assigned duties of the position.)

#### **Knowledge of:**

- Non-mechanical servicing methods and procedures
- Minor and less complex mechanical parts of light and heavy equipment and automobiles
- Terminology used in automobile repair and maintenance
- Applicable safety regulations; methods, practices, materials and tools of welding
- Principles and practices of repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment
- Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work

- Safe work methods and safety practices pertaining to the work
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures
- Modern office practices, methods, and computer applications as applicable to the assignment
- Basic record keeping principles and procedures
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

**Ability to:**

- Perform a variety of repairs on light and heavy equipment and vehicles;
- Skillfully use and maintain the tools and equipment of equipment mechanics;
- Follow oral and written instructions;
- Read and interpret oral and written instructional manuals and diagrams;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize assigned tasks and projects in an effective and timely manner and meet critical time deadlines;
- Operate basic modern office equipment as assigned;
- Make accurate arithmetic, computations related to mechanical applications;
- React calmly and professionally in emergency and/or stressful situations;
- Establish and maintain effective working relationships with those contacted on the job;
- Fabricate special body parts as necessary;
- Identify and implement effective course of action to complete assigned work;
- Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment;
- Make a variety of repairs of motors, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, hydraulic, and air systems, including proper testing and adjustments;
- Estimate needed materials and labor and secure sufficient quantities when working in the field;
- Prepare and maintain a variety of accurate records and reports;
- Assemble and analyze information in a clear and concise manner;
- May inspect the work of others and maintain established quality control standards;
- Maintain significant flexibility in daily operations and decision making.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Fleet Mechanic I: A minimum of one (1) year of experience in automotive and heavy equipment maintenance or repair, welding or other related field.

Fleet Mechanic II: Two (2) years of experience in automotive and heavy equipment maintenance and repair, with broad exposure to a variety of trucks, diesels, specialized road equipment, and hydraulic systems. College-level coursework in the automotive maintenance and repair field is desired.

Fleet Mechanic III: Three (3) years of experience in automotive and heavy equipment maintenance and repair, with broad exposure to a variety of trucks, diesels, specialized road equipment, and hydraulic systems. College-level coursework in the automotive maintenance and repair field is desired.

Other combinations of education and experience may be considered.

**License and Special Requirements:**

- Requires incumbent to provide own set of basic mechanic tools
- Other certification(s) specific to functional area of assignment may be required.

Fleet Mechanic I: Must possess a valid California Class C driver's license and submit current (within thirty (30) days) DMV Driving Record report.

Fleet Mechanic II: Must possess and maintain a valid California Class A driver's license and submit current (within thirty (30) days) DMV Driving Record report and a current Department of Transportation (DOT) Medical Certificate.

**OR**

Must possess a valid California Class C driver's license, submit current (within thirty (30) days) DMV Driving Record report, and must obtain a valid California Class A driver's license within six (6) months from date of hire.

Fleet Mechanic III: Must possess and maintain a valid California Class A driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 100 pounds occasionally and up to 50 pounds frequently, as necessary to perform job functions.

**WORKING CONDITIONS**

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, a variety of fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment-related problem. Employees may be required to work on evenings, weekends, and holidays and participate in after-hours emergency response and on-call and callback assignments.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**