

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 7520
FLSA Status: Nonexempt
Bargaining Unit: O&M
Effective Date: 07/12/02
Revised Date: 10/31/05

CLASS TITLE: AUTOMOTIVE/HEAVY EQUIPMENT TECHNICIAN PAGE: 1

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs technical duties and responsibilities in the maintenance, repair, service, and troubleshooting of vehicles and heavy equipment; overhauls, repairs, and adjust engines, transmissions and related vehicle systems; and performs preventive and corrective maintenance and repair on a variety of vehicles and heavy equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform technical duties involved in troubleshooting, diagnosing, repairing and maintaining a variety of automotive, heavy and shop equipment including cars, trucks, hydraulic systems, electric carts, bicycles and portable equipment; repair shop tools as necessary.
2. Perform complex preventative mechanical maintenance by inspecting equipment and adjusting or replacing oil, filters, gear boxes, drive belts, brakes, air systems, exhaust systems, pressure systems and cab equipment.
3. Perform complex corrective mechanical maintenance by troubleshooting cause of malfunction using visual inspection and precision measuring and testing instruments; troubleshoot electrical systems; replace or repair broken parts such as engines, computer diagnostic systems, hydraulic circuits, brakes and front-end suspensions.
4. Overhaul, repair, and adjust engines, transmissions, fuel injection; tune-up engine as necessary.
5. Perform smog and opacity tests on gasoline and diesel engines.
6. Perform service calls on job sites to perform minor repairs; transport vehicles or equipment as necessary.
7. Read electrical diagrams to determine location and layout of equipment.
8. Complete and log daily work sheets and service sheets; review equipment service log book for previous comments or repairs on equipment; complete work orders for malfunctions identified during routine maintenance and CHP (California Highway Patrol) inspections; maintain all records.
9. Operate and maintain a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned duties.
10. Order replacement parts to perform maintenance and repairs as necessary.

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11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a vehicle and heavy equipment maintenance and repair program.
Methods and techniques for performing preventive and corrective maintenance on assigned equipment.

Principles, methods, materials, and tools employed in the repair and maintenance of assigned equipment, vehicles, and/or machinery.

Methods and techniques of performing diagnostic troubleshooting services.

Electric and computer diagnostic skills.

Operating characteristics of computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a variety of repair, maintenance, servicing, and cleaning tasks on assigned equipment, vehicles, and/or machinery.

Troubleshoot, repair, and maintain vehicles and heavy equipment.

Operate a variety of maintenance and repair equipment in a safe and effective manner.

Read and understand technical manuals, blueprints, shop drawings, and sketches.

Accurately diagnose mechanical repair needs.

Perform moderately heavy manual labor.

Perform preventative and corrective maintenance on assigned equipment.

Perform safety inspections and identify safety hazards.

Perform assigned work in accordance with appropriate safety practices and regulations.

Maintain a variety of shop and repair records.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform annual government fleet smog test on dynamometer.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive maintenance or a related field.

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CLASS TITLE: AUTOMOTIVE/HEAVY EQUIPMENT TECHNICIAN PAGE: 3

Experience:

Three years of increasingly responsible experience applying preventative and corrective mechanical maintenance skills on automotive and heavy equipment.

License or Certificate:

Possession of a valid California class B driver's license.

Possession of valid mechanical license, including smog license or brake license, is desirable.

Possession of ASE Certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Wastewater treatment plant environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, radiant energy, and inclement weather conditions; work in or with water and wastewater; work in confined spaces.

Physical: Primary functions require sufficient physical ability to walk, stand, stoop, bend, crawl, climb, and kneel; heavy, moderate, or light lifting, pulling and carrying; to operate assigned equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Date: October 31, 2005