



**JULY 2012**  
**FLSA: NON-EXEMPT**

## **AUTOMOTIVE/HEAVY EQUIPMENT ASSISTANT**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under supervision, performs a variety of routine basic clerical and maintenance duties in support of the Fleet Services Shop. Inputs and retrieves data from the online fleet management system, coordinates use of pool vehicles, performs housekeeping duties for vehicles and service area and may perform basic preventive maintenance tasks.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from a Maintenance Supervisor depending on assignment. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a fleet services shop/mechanic's assistant classification that may be used as an entry-level into the Technician job series. General supervision is received when incumbents perform the more clerical duties, such as vehicle pool coordination and data entry into the online fleet management system. Incumbents receive more direct supervision when performing entry-level vehicle maintenance duties. Incumbents with basic mechanical maintenance experience learn to service a wide variety of light to heavy District vehicles, including construction and maintenance equipment. As more experience is gained, assignments may become more varied and be performed with greater independence. Positions at this level perform lower level and less skilled servicing and maintenance duties than the Mechanic class series. Incumbents are not expected to function at the same skill level and usually exercise less independent judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

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

- Maintain daily/weekly logs in the online fleet management system including various service requests. Generate work order requests, requests for motor pool services, corrective maintenance requests, track and submit mileage tickets and maintain motor pool log in and check out sheets.
- Perform daily inspections, fueling and washing of motor pool trucks and sedans. Schedule and issue rental cars.
- Pick-up and deliver parts, transport vehicles and equipment to other departments and/or vendors for preventive, unscheduled or corrective repairs.

- Maintain garage, carports and equipment rooms in a clean, safe and orderly manner.
- Maintain and develop files for motor pool, bus tours, and rental cars and perform recordkeeping duties of fleet records.
- Maintain inventory of equipment fluids (such as lubricants, greases, transmission fluids, hydraulic fluids, gear oils, and other fluids and antifreeze and bulk fluids); complete and maintain fuel reports.
- Maintain shop tools and equipment in clean and proper working condition including lifts, floor jacks, jack stands, transmission jacks, tire and balance machine and similar equipment.
- Perform a variety of routine preventive and corrective maintenance duties which may include; repair, change, balance tires on light trucks and cars; preventive maintenance tasks on vehicles including checking and replenishing fluids, changing oil and air filters, changing windshield wipers, bulbs/fuses.
- Operate a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks.
- Operate forklift and receive and store supplies and materials as delivered.
- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Standard office procedures, methods, and equipment including computers.
- Standard computer applications such as word processing and spreadsheet applications.
- Principles, practices, methods, equipment, materials, and tools used in the basic servicing and maintenance of automobiles and vehicles.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record keeping and filing.
- Methods and techniques of proper phone etiquette.
- Basic principles of business letter writing.
- Basic mathematical principles.
- Basic operational characteristics of equipment and tools used in the area of work assigned.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Perform a variety of office support and clerical duties and activities of a general and specialized nature.
- Learn the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret and apply general administrative and department policies and procedures.
- Type and enter data at a speed necessary for successful job performance.
- Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Compile data and participate in the preparation of clear and concise reports.
- Set up and maintain a variety of files and records.
- Respond tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility.
- Exercise good judgment in maintaining information, records, and reports.
- Perform basic servicing and maintenance on automobiles and vehicles.
- Maintain and repair a variety of tools and equipment.
- Adhere to safe work practice and procedures.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand and follow oral and written instructions.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent; AND
2. One (1) year of general automotive maintenance or vocational training in automotive repair is desirable.

**License or Certificate:**

- Possession of, a valid California class C driver's license.
- Possession of, or the ability to obtain, an appropriate valid forklift certificate is desirable.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in the centralized maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.