



JULY 2012
FLSA: NON-EXEMPT

AUTOMOTIVE/HEAVY EQUIPMENT TECHNICIAN

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 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the automotive/heavy equipment operator series that performs the full range of duties required to ensure that heavy equipment and vehicles are maintained in a safe and effective working condition and provide the highest level of safety for use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents are expected to work independently and exercise judgment and initiative.

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.

- 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.
- Perform complex preventive 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.
- 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.
- Overhaul, repair, and adjust engines, transmissions, fuel injection; tune-up engine as necessary.
- Perform smog and opacity tests on gasoline and diesel engines.
- Perform service calls on job sites to perform minor repairs; transport vehicles or equipment as

- necessary.
- Read electrical diagrams to determine location and layout of equipment.
- 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.
- Operate and maintain a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned duties.
- Order replacement parts to perform maintenance and repairs as necessary.
- Perform related duties as required.

QUALIFICATIONS

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.
- Basic math.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of heavy equipment and vehicles.
- Principles and practices of record keeping.
Applicable Federal, State, and local laws, regulatory codes, and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, 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 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 preventive and corrective maintenance on assigned equipment.
- Troubleshoot maintenance problems and determine action required for repair.
- 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.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.

- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written instructions.
- Apply and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make sound decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- 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 OCSA.

1. High school diploma or equivalent supplemented by specialized training in automotive maintenance or a related field; AND
2. Three (3) years of increasingly responsible experience applying preventive 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, or the ability to obtain, smog, Haz-mat, doubles, triples, tanker, and air brakes endorsement(s) is desirable.
- Possession of ASE Certification 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 the shop; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; 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 work in the shop and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.