



DECEMBER 2018
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 direct or general supervision or direction, 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 or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May receive task direction, review and training from lead staff.

CLASS CHARACTERISTICS

This classification is the first of three (3) levels within the fleet maintenance 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. This position is distinguished from the Automotive/Heavy Equipment Technician in that work is focused on basic clerical, light vehicle maintenance and housekeeping duties associated with a fleet shop, rather than the independent technical automotive repair performed by the Automotive/Heavy Equipment Technician. This position may also assist other technicians with heavy maintenance work. Incumbents receive 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 varied and be performed with greater independence. Positions at this level perform lower level and less skilled servicing and maintenance duties than the Automotive/Heavy Equipment Technician. 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 (Illustrative Only)

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.

- Maintains daily/weekly logs in the online fleet management system including various service requests.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.
- Generates work order requests, requests for motor pool services, corrective maintenance requests; tracks and submits mileage tickets and maintains motor pool log in and check out sheets.
- Performs daily inspections, fueling and washing of motor pool trucks and sedans. Schedules and

- issues rental cars.
- Picks-up and delivers parts, provides roadside assistance, transports vehicles and equipment to other departments and/or vendors for preventive, unscheduled or corrective repairs; prepares and transports vehicles for auction.
- Maintains garage, carports and equipment rooms in a clean, safe and orderly manner.
- Operates equipment to create OCSD logos, vehicle and equipment numbers and signs.
- Maintains and develops files for motor pool, bus tours, and rental cars and performs recordkeeping duties of fleet records.
- Maintains inventory of equipment fluids (such as lubricants, greases, transmission fluids, hydraulic fluids, gear oils, and other fluids and antifreeze and bulk fluids); completes and maintains fuel reports.
- Maintains 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.
- Performs a variety of routine preventive and corrective maintenance duties which may include; repair, change, balance tires on light trucks, cars and bicycles; preventive maintenance tasks on vehicles including checking and replenishing fluids, changing oil and air filters, changing windshield wipers, bulbs/fuses.
- Assists technicians with complex vehicle/heavy equipment repair and maintenance activities.
- Operates a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks, including providing bus tours for OCSD guests.
- Operates forklift and receives and stores supplies and materials as delivered.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office procedures, methods, and equipment including computers.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, maintenance management, database 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 and calculations.
- 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.
- Principles and practices of customer service and techniques for effectively communicating 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.
- 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.
- Work independently in the absence of supervision
- Work extended hours, including nights, weekends, and holidays when necessary.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Adhere to safe work practices and procedures in the workplace.
- Effectively communicate in person, over the telephone, and in writing.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand and follow oral and written instructions.
- 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 G.E.D.; AND
2. One (1) year of work experience in general automotive maintenance repair or clerical related work.

Licenses and/or Certifications:

- Valid California Class B Driver's License.
- Valid Forklift Certification.
- Valid Class P endorsement is required within six (6) months of date of hire.

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.

Standby and Call Back:

Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting; ability to travel to various District sites, projects and/or meetings; strength, stamina, and mobility to perform moderate to heavy 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 up to 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.