



DECEMBER 2018
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 direct or general supervision or direction, performs technical duties and responsibilities in the maintenance, repair, service, and troubleshooting of vehicles and heavy equipment; overhauls, repairs, and adjusts 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 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 second of three (3) levels within the fleet maintenance job series. Incumbents perform 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 work on a wide array of vehicles and equipment and 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 (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.

- Performs 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; repairs shop tools as necessary.
- 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.
- Performs 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.
- Performs complex corrective mechanical maintenance by troubleshooting cause of malfunction using visual inspection and precision measuring and testing instruments; troubleshoots electrical systems; replaces or repairs broken parts such as engines, computer diagnostic systems, hydraulic circuits, brakes and front-end suspensions.
- Overhauls, repairs, and adjusts engines, transmissions, fuel injection; tunes up engine as necessary.
- Performs smog and opacity tests on gasoline and diesel engines.

- Performs service calls on job sites to perform minor repairs; transports vehicles or equipment as necessary.
- Reads electrical diagrams to determine location and layout of equipment.
- Operates various types of heavy, medium, and light duty trucks and heavy equipment including loader, light tractor, water truck, and fuel truck vehicles with or without air brakes, and tour bus.
- Completes and logs daily work sheets and service sheets; reviews equipment service log book for previous comments or repairs on equipment; completes work orders for malfunctions identified during routine maintenance and California Highway Patrol inspections; maintains all records.
- Operates and maintains a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned duties.
- Orders replacement parts to perform maintenance and repairs as necessary.
- Performs related duties as assigned.

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.
- Mathematic principles and calculations.
- 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.
- 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 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, including tour bus for OCSD visitors.
- Read and understand technical manuals, blueprints, shop drawings, and sketches.
- Accurately diagnose mechanical repair needs.
- Perform preventive and corrective maintenance on assigned equipment.
- Provide roadside assistance to jump start vehicles, unlock vehicles and troubleshoot mechanical problems.
- Operate fuel trucks and provide fuel to equipment, pump stations, stand-by generators and vehicles.
- 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 capacity tests on required vehicles.
- 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.
- Work independently in the absence of supervision.
- Work extended hours, including nights, weekends and holidays when necessary.
- Adhere to safe work practices and procedures in the workplace.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively communicate in person, over the telephone, and in writing.
- 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 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 OCSD.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in automotive maintenance or a related field; AND
2. Three (3) years of work experience applying preventive and corrective mechanical maintenance skills on automotive and heavy equipment.

Licenses and/or Certifications:

- Valid California Class B Driver's License.
- Valid California Class A Driver's License with air brakes and tanker endorsements is required within six (6) months of date of hire.
- Valid Class P endorsement is required within six (6) months of date of hire.
- Valid hazardous materials endorsement is required within six (6) months of date of hire.
- Valid manual transmission 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 the shop, to operate a motor vehicle and/or heavy equipment and drive on surface streets; 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, 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 up to 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.