



## Fleet Technician Assistant

**Purpose of the role:**

Under supervision, repairs and overhauls small engines and similar equipment; services, inspects, and performs preventative maintenance to vehicles and equipment; assists mechanics; operates a variety of hand, power and shop tools; and performs related duties as assigned.

**Distinguishing Characteristics:**

Under supervision, incumbents in this classification perform a limited range of duties which are primarily basic in nature and assist the Fleet Technicians in more advanced 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.***

**Essential Duties and Responsibilities:**

- Performs regular servicing and preventive maintenance on vehicles and equipment; inspects and adds fluid levels in brake, steering, and other systems; changes gas, oil, and fuel filters; changes engine, transmission, differential, and power take-off lubricants; checks and replaces coolant, hydraulics, and pneumatic hoses; tests, adds fluids, replaces, and/or charges batteries.
- Performs minor replacement of parts such as hoses, belts, batteries, wiper blades, bulbs, fuses, and lamps.
- Assists in performing tune-ups for efficient and dependable operation; repairs, replaces, and installs parts and components as necessary.
- Inspects vehicles for operating conditions and safety problems; reports problems to supervisor or mechanics for necessary repairs.
- Maintains and repairs small engines and similar equipment found on mowers, chain saws, and related equipment.
- Road tests vehicles; drives vehicles or equipment as necessary; inspects vehicles in shop and field.
- Inspects, repairs, and replaces automotive tires as required.
- Maintains records and logs of servicing of vehicles and equipment, utilizing computers and computerized equipment.
- Assists mechanics in various areas of assignment as necessary.
- Operates mechanic equipment, materials, and supplies in a safe and effective manner.

- Cleans and maintains assigned work area; washes vehicles and equipment as necessary; disposes of hazardous materials according to established policies.
- Reads and interprets manuals, drawings, and specifications.
- Estimates labor, material and equipment required to complete assignments.
- Ensures proper safety precautions are observed.
- May be assigned on a rotating basis to perform on-call after-hours and emergency work.
- Performs related duties as required.

*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.*

***Desired  
Minimum  
Qualifications:***

Knowledge of:

- Basic operations and maintenance of vehicle systems and components.
- Principles and practices of minor repair and preventive maintenance of vehicles and equipment.
- Methods, equipment, tools, and materials used in lubricating, servicing, and performing minor repairs of motorized equipment.
- Use and maintenance of basic shop, hand and power tools such as sockets, wrenches, torque wrenches, pneumatic wrenches, greasing tools and other related tools.
- Types and grades of lubricants, coolants, brake, steering and other fluids used in automotive and equipment.
- Occupational hazards and standard safety work practices.
- Principles and procedures of basic record keeping.

Ability to:

- Perform a variety of preventive maintenance and repair on City vehicles and equipment.
- Operate basic shop, hand and power tools, vehicle hoists and jacks.
- Operate tire changing and balancing equipment.
- Keep basic logs and records using standard office and computer equipment.
- Understand and carry out oral and written directions.
- Learn and apply new information and skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Accountable
- Problem Solver and Decision Maker
- Ethical
- Technically Knowledgeable

*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 and Experience Guidelines:**

**Education:**

Equivalent to the completion of the twelfth grade. Successful completion of appropriate trade school or technical course work in diesel or gasoline-powered mechanics may be substituted for the required work experience.

**Experience:**

One year of experience in the maintenance and repair of vehicles or heavy construction equipment.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*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.*

**Physical and Environmental Conditions:**

**Physical:** Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Shop environment working near moving mechanical parts; occasional field environment with some travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions including wet and/or humid conditions; work on slippery surfaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; frequently works around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: