



January 2019  
Class Code: A-55  
FLSA: Non-Exempt

## **FLEET AND EQUIPMENT MAINTENANCE COORDINATOR**

### **DEFINITION**

Under direction plans and provides routine to difficult maintenance and repair of the District's fleet of vehicles, heavy equipment, and pesticide application equipment; prepares and administers the section budget; develops, maintains, repairs, designs, and fabricates a variety of tools and equipment used for mosquito control and surveillance activities; provides technical assistance and training to lower-level staff; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Operations. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced-level classification in the Fleet and Equipment Maintenance series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Schedules and performs servicing, preventive maintenance, inspection, diagnostic troubleshooting, and repairs on a variety of District owned vehicles and equipment.
- Performs vehicle repairs including major tune-ups, minor engine overhauls, carburetor rebuilding and adjustment, and tire repairs.
- Conducts diagnostic troubleshooting of faulty equipment: locates and corrects malfunction by disassembly, adjustment, repair and overhaul for replacement of defective systems.
- Makes emergency field repairs as required; determines need for and arranges repair work to be done by outside vendors when work in District facilities is not feasible.

- Modifies, develops, designs and fabricates specialized equipment for the District; performs light welding and fabrication of parts such as tanks, brackets, mountings, tubing and nozzles; modifies commercial spraying equipment to District requirements; calibrates air systems in accordance with existing regulations and safety standards; installs equipment on vehicles.
- Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field and/or shop personnel; inspects work in progress and repair activities to assure completion and compliance with standard operating procedures and practices.
- Maintains service records, fuel and operational materials supply, parts, and shop equipment inventory; keeps records of supplies issued and received; requisitions items as required; receives, inspects and stores delivered materials; issues and controls pesticide inventory.
- Prepares summary reports of maintenance activities; submits equipment and maintenance supply requirements for annual fiscal year budget; develops and recommends specifications for equipment and facilities to meet District requirements.
- Provides work leadership to assigned staff; assigns tasks, provides on-the-job training and instructs in proper procedures and methods; reviews work for adequacy and completeness.
- Attends training courses offered by automotive vendors to learn new repair methods and maintenance procedures; presents information received at training classes, to assigned staff in maintenance shop.
- Coordinates with Director regarding special projects concerning facility upgrades or repairs
- Coordinates issuance and management of fuel cards for District staff and toll road transponders for select field employees/vehicles.
- Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals and motor oil.
- Reads, interprets and works from manuals, diagrams and written instructions.
- Coordinates in maintenance and repair of District owned facilities.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.
- Operational characteristics of a diverse range of systems and components in light and heavy vehicles and equipment.
- Methods and techniques of using specialized light and heavy vehicle and equipment diagnostic tools.
- Operation and maintenance of a wide variety of hand, power and shop tools, and equipment common to the field.
- Thorough knowledge of lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Methods, techniques, tools, and equipment used to adjust vehicles and equipment.
- Methods and techniques of safely handling chemicals and other hazardous materials used in District operations.

- Methods and techniques used to calibrate and/or repair small engines, blowers, pumping systems and chemical application equipment such as sprayers and other related items.
- Practices and procedures of shop and field welding including the operation of oxyacetylene and electric arc welding equipment; welding properties of various metals and alloys.
- Principles, methods, materials, tools, and equipment related to the routine maintenance, repair, inspection, and alternation of building facilities and related equipment.
- Construction principles, methods, materials, tools, and equipment in multiple trades areas such as carpentry, mechanical, electrical, and plumbing.
- District and mandated safety rules, regulations, and protocols.
- Shop mathematics.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Prepare and implement training programs.
- Independently diagnose and repair a wide range of complex mechanical problems in both light and heavy-duty vehicles.
- Operate and maintain a wide variety of hand, power and shop tools, and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare records and basic reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Maintain logs and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in automotive technology, automotive mechanics, or a related field and five (5) years of progressively responsible experience in the maintenance and repair of light and heavy vehicles and construction equipment. Two (2) years of supervisory experience is desirable.

**Licenses/Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Automotive Service Excellence (ASE) Master Certification in either Automotive or Heavy Truck repair is desirable.
- Automotive Service Excellence (ASE) certifications in the field for which the incumbent does not possess a Master Certification is desirable.
- Automotive Painting certification is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a shop environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 70 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in shop and field environments and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.