



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

VEHICLE/EQUIPMENT TECHNICIAN

DEFINITION

Under the direct supervision of either the Fleet Supervisor or the Lead Vehicle/Heavy Duty Equipment Mechanic performs a wide variety of preventive maintenance on City owned vehicles, equipment, and fueling system.

EXAMPLE OF DUTIES

- Performs preventive maintenance and inspection of the CNG, gasoline, and diesel fueling stations;
- Maintains and repairs the wash racks and systems;
- Performs a variety of recurring and related tasks using steps and processes that are readily understood and that are associated with less complex systems and components. Such as, lube, filter and oil changes; servicing batteries, and other mechanical parts; tire repairs, and balance and replace tires; replace headlights, tail and marker lights and replace emergency lighting.
- Assists mechanic in such tasks as repairing brakes, replacing drive lines and axles, fixing door latches, checking lights, repacking wheel bearings, repairing exhaust system, replacing and repairing windshield wipers, replacing radiators, repairing and replacing upholstery, replacing glass and other miscellaneous shop duties.
- Inspects vehicles for loose or worn parts and hydraulic and exhaust leaks.
- Coordinates fleet parts ordering for auto shop repairs by ordering, receiving, stock levels and issuance of fleet shop and office parts and supplies, including fleet fuels and lubricants; maintain stock records and reorder points; conduct periodic inventories; monitor the efficient utilization of available storage space; check shipments for condition, shortage and discrepancies; projecting parts needs, monitoring parts history and adjusting stocking levels; maintaining parts catalogs; picking up parts from vendors; and researching parts needed for a particular work order;
- Administers all aspects of the Dossier fleet maintenance software including set up of the data base; prepare reports using information in the database; implement and maintain the preventive maintenance tracking system; compile analyze and interpret statistical data relative to the equipment maintenance reporting system; receive, code and process work orders; establish and maintain vehicle maintenance and repair cost histories; meet and talk with vendors, co-workers and employees in other departments and consultants regarding ordering, receiving and maintenance history problems; receive and check repair order and

other records; make mathematical calculations and enter unit cost and price extensions; calculate and monitor materials cost; assemble repair cost data; establish and maintain files on vehicles; keep abreast of fleet inventory and cost maintenance developments; monitor and order fuel as needed for the in ground storage tanks at the maintenance facility.

- Operate pickup truck, car and fork lift and train other city employees on the operation of the shop fork lift.
- Performs a number of miscellaneous duties including shop waste management, shop HazMat management, shipping and receiving for departments at the City's corporation yard, picking up and dropping off City vehicles, and assisting with service calls.
- Performs other related tasks as required.

QUALIFICATIONS

- A Possession of a valid California Class C driver's license.
- Must be able to obtain CNG station maintenance and operation certificate, CNG vehicle cylinder inspection certificate within the first 12 months of employment.
- High School graduate/GED.

Experience:

Equivalent to one year of combined experience as a Vehicle/Heavy Equipment Mechanic Trainee and/or Fleet Parts Specialist.

Knowledge and Abilities:

Knowledge of and ability to use a computer; ability to use and care for related tools and equipment; ability to understand and follow oral and written instructions; ability to prepare job reports; knowledge of the principles of operation of gasoline and diesel engines.

Physical and Other Environmental Requirements:

Be in good physical condition, possession of a valid California Driver's License with a satisfactory driving record.

The above statements reflects the general details considered necessary to describe the functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

Sitting: Rare

Walking: Occasional

Standing: Frequent

Bending (neck): Occasional

Bending (waist): Frequent

Squatting: Rare
Climbing: Rare
Kneeling: Rare
Crawling: Rare
Jumping: Rare
Balancing: Rare
Twisting (neck): Occasional
Twisting (waist): Rare
Grasp - light (dominant hand): Occasional
Grasp - light (non-dominant): Occasional
Grasp - firm (dominant hand): Frequent
Grasp - firm (non-dominant): Frequent
Fine manipulation (dominant): Occasional
Fine manipulation (non-dominant): Occasional
Reach - at/below shoulder: Occasional
Reach – above shoulder level: Rare

Push/pull:

Up to 10 lbs. Occasional
11 to 25 lbs. Occasional
26 to 50 lbs. Rare
51 to 75 lbs. Rare
76 to 100 lbs. Rare
Over 100 lbs. Never

Lifting:

Up to 10 lbs. Occasional
11 to 25 lbs. Occasional
26 to 50 lbs. Rare
51 to 75 lbs. Rare – not a daily occurrence
76 to 100 lbs. Rare
Over 100 lbs. Never

Carrying:

Up to 10 lbs. Occasional
11 to 25 lbs. Occasional
26 to 50 lbs. Rare
51 to 75 lbs. Rare- not a daily occurrence
76 to 100 lbs. Rare
Over 100 lbs. Never

Coordination:

Eye-hand: Required
Eye-hand-foot: Required
Driving: Required

Vision:

Acuity, near: Required
Acuity, far: Required

Depth perception: Required
Accommodation: Required
Color vision: Required
Field of vision: Required

Talking:

Face-to-face contact: Required
Verbal contact w/others: Required
Public: Required

Hearing:

Normal conversation: Required
Telephone communication: Required
Earplugs required: Required

Work environment:

Works indoors, works outdoors, exposure to extreme hot or cold temperature, working at heights, being around moving machinery, exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles, exposure to toxic or caustic chemicals, exposure to excessive noise, exposure to radiation or electrical energy, exposure to solvents, grease or oil, exposure to slippery or uneven walking surfaces, using computer monitor, exposure to vibration, exposure to flames or burning items, works around others, works alone, works with others.