



Job Description

JOB TITLE: VEHICLE & EQUIPMENT TECHNICAN
PAY GRADE: CL 22
LAST REVISED: 07/01/07

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of skilled journey level duties involved in minor and major repairs to District vehicles and equipment; assures vehicle compliance with applicable state and federal regulations and guidelines; inspects, diagnoses, overhauls, repairs, and adjusts vehicle systems and components; services and performs preventive maintenance duties on a variety of vehicles and equipment.

REPRESENTATIVE 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.*

1. Diagnoses, repairs, and maintains all District vehicles and equipment, including buses, heavy trucks, electrical powered vehicles, forklifts, and power generators.
2. Diagnoses, repairs, and maintains vehicles, buses, fork lifts, tractors, electric carts, generators, scissor lifts, and heavy trucks, including brake systems, engines, transmissions, air-operated valves, switches, regulators, actuators, signal devices, safety devices, charging systems, and heating/cooling/air conditioning systems; changes belts, oil, and fuel; checks and adjusts fluid levels; changes spark plugs, wires, caps, rotors, and emissions control filters; adjusts engine valve train and timing.
3. Performs engine and hydraulic repairs on rolling stock, including boom trucks, forklifts, tractors, and lift gates; inspects, services, and repairs propane or electrical powered vehicles; services and repairs four-wheel drive systems; maintains, repairs, and replaces interior components of vehicles; conducts emergency field repairs as necessary.
4. Diagnoses problems and researches potential remedies using written and electronic tools and equipment; communicates repair information with other District departments and outside vendors.
5. Maintains current knowledge of vehicle and equipment repair practices and technology.
6. Skillfully and safely operates District vehicles, including automobiles, vans, forklifts, heavy trucks, buses, tractors, heavy lifting equipment, and electric golf carts; maintains current knowledge of uses of various hand and power tools; safely and skillfully operates vehicle systems diagnostic electronic or computerized equipment, tune-up equipment, jacks, and other specialized and general tools used in the vehicle repair trade.
7. Performs various types of journey level machining and welding work on vehicles or other equipment; uses metal lathe to fabricate specialized tools or parts.
8. Conducts mandated inspections; completes required documentation; keeps maintenance and repair logs; generates reports; tracks invoices; completes work orders; maintains accurate records of the use, storage, handling, and disposal of hazardous materials; maintains accurate records of parts and labor

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expended in repairs of District vehicles and equipment; orders parts and maintains an adequate stock of supplies, checking in stock as received; takes vehicles to various external vendors for estimates when necessary; maintains accurate gasoline pump records; maintains a log book when driving District vehicles.

9. Trains bus drivers on daily checkout routines, inspection requirements, and driving skills.
10. May train and provide work direction to assigned student workers and temporary help as assigned.
11. Performs related duties as required.

QUALIFICATIONS - *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.*

Knowledge of:

Extensive knowledge of automotive and heavy equipment diagnostic techniques.
In-depth gasoline and diesel engine repair practices and techniques.
Automotive repair practices and techniques.
Advanced emission control procedures and techniques.
5-gas electronic test methodology.
Digital diagnostic tools and their uses.
Gasoline and diesel engine vehicle electrical repair practices and techniques.
Tune-up techniques.
Air brake systems and controls.
Brake repair practices and techniques.
Preventive maintenance procedures and techniques.
Computerized control systems.
Fuel injection systems, anti-lock brake systems, air conditioning systems, and other computer-controlled integrated system repair practices and techniques.
Power and hand tool operation common to the trade of automotive repair.
Computerized digital oscilloscopes and other engine diagnostic equipment operation, test procedures, and techniques.
Record keeping techniques.
General safety procedures, including those for safe lifting and for safe handling and disposal of hazardous materials and refrigerants.

Ability to:

Perform basic to complex gasoline and diesel engine vehicle maintenance and repairs.
Utilize appropriate diagnostic testing tools, techniques, and methodologies.
Access information from the Internet and download technical information for repairs.
Safely and skillfully operate power and hand tools common to the trade of automotive repair.
Work independently and collaboratively.
Read and write sufficiently to perform the duties of this classification.
Follow oral and written directions.
Estimate scope of work assignments and secure necessary tools and materials to complete assignments.
Perform a variety of maintenance and repair activities simultaneously
Read schematic diagrams.
Keep accurate records.
Observe general safety procedures, including those for safe lifting and for safe handling and disposal of hazardous materials and refrigerants.
Operate general office equipment.

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Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of increasingly responsible experience in the repair and maintenance of vehicles and equipment.

License or Certificate:

Possession of a valid Class B Commercial Driver's License, with passenger and air brake endorsement.

Possession of an EPA Refrigerant Handling certificate.

Possession of, or ability to obtain, a Forklift Certificate.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Possession of, or ability to obtain, ASE certificates in Engine Repair A1, Brakes A5, Electrical/Electronic Systems A6, Engine Performance A8.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *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.*

Environment: Work is performed in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, potentially hazardous chemicals, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates
Revised: June, 2007