



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## OPERATIONS AND MAINTENANCE TECHNICIAN I FLEET (Entry)

<b>Group-Section:</b> Water System Operations - Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Classification:</b> Operations and Maintenance Fleet Technician <b>Salary Grade:</b> 27 <b>Job #:</b> S03A
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### **JOB SUMMARY**

Learns automotive mechanical/electrical skills, experience and knowledge in the practices, procedures, and methods of fleet maintenance. Will assist in the general practices and procedures of servicing, maintaining and repairing automotive, light and medium vehicles and may assist with heavy construction equipment, as well as mobile and stationary emergency generating equipment and systems.

Assists in the repair of a variety of automotive, light/medium and heavy equipment. This may include gas, diesel and hybrid vehicles such as cars, sport utility vehicles, pickups and trucks of varied size and configurations, graders, bulldozers, tractor-trailers, tankers, cranes and other construction-related heavy equipment.

Learns Maintenance Management System (MMS) database necessary for work order, inventory control, fuel management, service records and regulatory entries. Assists in the operational core of water and power reliability by effectively maintaining, repairing and improving the quality of fleet equipment and services for all core and supporting operations and maintenance functions, including shutdowns.

### **SUPERVISION:**

#### **Received:**

Work is performed with clear and detailed instructions. Close supervision is given to ensure proper adherence to standards, procedures, rules, and practices; deviations are referred to a supervisor or lead person. Checking for quality workmanship is accomplished on a routine basis. Direction is provided on the tasks to be undertaken with some latitude to rearrange work sequences. Guidance on the approach to standard circumstances, tasks and activities is provided in procedures, manuals, rules, or common craft practice. A lead person or supervisor provides guidance on the approach to tasks or activities encountered in non-standard or uncommon circumstances.

Receives oversight from the Team, Unit, Section, Assistant Group, or Group Manager.

#### **Given:**

None

## **JOB DUTIES**

Assists in either light/medium or heavy equipment maintenance and repair tasks including:

1. Assists with predictive, preventive and corrective maintenance on a variety of fleet equipment ranging from automobiles to light/medium or heavy and specialty equipment that operate under normal and extreme conditions, and are necessary to support all of Metropolitan's ongoing operations and maintenance functions.
2. Assists with routine predictive, preventive, and corrective fleet maintenance including replacing consumable parts and items such as belts, filters, batteries, tires, brakes, exhaust and electrical components, chemicals/fluids, and lubricants. Both preventive and corrective repairs includes fuel systems, chassis/strut and shock absorbing equipment; wheels and bearings; brakes, including hydraulic/pneumatic systems, brake systems; power trains; and complex and varied electrical/charging systems. Support safe and effective operation of vehicles and equipment.
3. Assists with the completion of PM and CM work on automotive light/medium or heavy equipment with varied power and drive train systems, hydraulic systems, fuel management systems, and auxiliary components including manual and computerized electronic controls and safety devices to provide equipment reliability.
4. Assists with mechanical and computerized PMs and CMs on mobile HVAC systems.
5. Assists with predictive, preventive, and corrective fleet maintenance on emergency generation equipment including large-scale diesel and propane powered generators to ensure uninterrupted reliability of communications, treatment and conveyance systems (core operations).
6. Assists with diagnostic testing and troubleshooting using computerized electronic equipment to effectively read, interpret and record data from a wide range of components to assimilate and take the appropriate corrective or follow-up steps.
7. Assists with rebuilding automotive light/medium or heavy equipment components such as engines, transmissions, differentials, final drives, air brake systems, fuel management systems, electrical systems, hydraulic braking systems and chassis components.
8. Assists with shop and road service calls for District vehicle emergencies and may perform basic repairs.
9. Assists with maintaining fuel and parts inventory levels as well as maintenance of fuel islands, monthly shop safety inspections and shop housekeeping. Assist in maintaining and dispatching local pool vehicles and key inventory.

10. Assists with inputting and retrieving vehicle maintenance and repair records into a computerized maintenance management data system, such as Maximo; and input data, using a computer program such as Work Tech to track work and enter time as well as service records.
11. Responsible for maintaining fuel and parts inventory levels as well as maintenance of fuel islands, monthly shop safety inspections and shop housekeeping. Also responsible for maintaining and dispatching local pool vehicles and key inventory.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or GED in addition to minimal recent experience in an automotive light/medium or heavy equipment maintenance position.

Understanding of practical applications of techniques and practices specific to the inspection, diagnosis, maintenance and repair.

**Required Knowledge of:** Employees in this title are entry-level and learn skills through classroom and on-the-job training or they are obtaining the necessary experience working with higher-level Fleet Technicians to competently demonstrate:

Theories, practices, tools, parts, diagnostic equipment and materials necessary for the effective maintenance and repair of fleet units. Ensure safe and effective handling of toxic substances to ensure environmental compliance. Safe handling of chemicals associated with fleet repair, parts and varied systems (fuel, brake, cooling systems, etc.) cleaning solvents and lubricants. Ensure safe operating techniques and the occupational hazards of motorized, hydraulic and pneumatic equipment operation, as well as electrically energized automotive tools, components and servicing equipment.

**Required Skills and Abilities to:** Assist in interpreting service manuals and specifications to complete installation and repair of automotive light/medium or heavy equipment related parts and systems. Use and maintain automotive tools and equipment utilized in automotive light/medium or heavy equipment maintenance, and safety practices and regulations for operating mechanical and electrical equipment.

### **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Valid drivers license from state of residency equivalent to a California Class C

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

#### **Expectations of Hours of Service:**

Employees in this position may be required to work off-shift hours to address operational needs and emergencies as required. May be required to work extended period away from the normal reporting location.

**Physical Demands:**

Heavy tasks may require lifting and carrying items weighing up to 50 pounds, with intermittent need to lift and carry materials and/or equipment weighing up to 100 pounds with assistance. Frequently requires pushing, pulling, turning and positioning parts, assemblies, equipment and tools weighing as much as 100 pounds with assistance. May be required to lift and move heavy items with the assistance of others and with lifting devices such as jacks, hoists and cranes of varied types and capacities. Physical effort includes frequent walking, stooping, bending, reaching, standing, kneeling and sitting for long periods of time.

**Work Environment:**

Work is performed indoors and outdoors at pumping, treatment, hydroelectric or control facilities or other assets under all types of conditions including extreme temperatures as well as varied types of terrain. Job tasks may require working from heights and functioning from lifts, hoists, scaffolds and cranes over surfaces ranging from earthen materials to concrete, steel and water. Work activity may be frequently conducted in close proximity to exposed, electrically energized equipment including high voltage systems. The work environment frequently involves exposure to equipment and tools producing high levels of noise, as well as potentially dangerous materials and chemicals that require careful adherence to extensive safety precautions, rules and regulations.