



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

**OPERATIONS AND MAINTENANCE TECHNICIAN II
FLEET
(Semi-Skilled)**

Group-Section: Water System Operations - Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Classification: Operations and Maintenance Fleet Technician Salary Grade: 31 Job #: S02A
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JOB SUMMARY

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

Performs and/or 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 and utilizes a Maintenance Management System (MMS) database necessary for work order, inventory control, fuel management, service records and regulatory entries. Supports 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. Provides fleet equipment reliability, quality and efficiency through a mix of general predictive, preventive and corrective maintenance skills.

SUPERVISION:

Received:

Work is performed with clear and detailed instructions. Close and sometimes general 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. As the employee progresses skill, knowledge, and experience, general supervision may be appropriate. Direction is provided on the tasks to be undertaken with some latitude to rearrange work sequences and discriminate between established practices and/or methods. 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, and Group Manager.

Given:

As a lead may exercise technical and/or functional direction over assigned staff.

JOB DUTIES

Performs and/or assists in either light/medium or heavy equipment maintenance and repair including:

1. Performs and/or assists in 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. Performs and/or assists in 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 include 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. Performs and/or assists to diagnose and troubleshoot a variety of automotive light/medium or heavy fleet equipment problems and complete appropriate corrective action to eliminate malfunctions and ensure effective vehicle use to minimize vehicle down time.
4. Performs and/or assists in 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.
5. Performs and/or assists with mechanical and computerized PMs and CMs on mobile HVAC systems.
6. Performs and/or assist 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).
7. Performs and/or assist with the completion of vehicle emission and regulatory inspections and testing for all vehicles under State, Federal and local regulatory control, including air quality inspections/tests for standard fleet vehicles and emissions and may conduct opacity inspections for diesel equipment.
8. Performs and/or assist 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.
9. Performs and/or assist with rebuilding automotive light/medium or heavy equipment components such as engines, transmissions, differentials, final drives and air brake systems. Will be required to repair and maintain fuel management systems, electrical systems, hydraulic braking systems and chassis components.
10. Performs and/or assist with shop and road service calls for District vehicle emergencies and may perform basic repairs.
11. Assist with advanced repairs to networked components, including networked systems such as supplemental inflatable restraints (airbags), antilock brake systems, control area networks (CAN) to ensure safety and operational systems function as designed.

12. In accordance with district required training maintains stores of hazardous materials, including fuels in above and underground tanks, as well as other hazardous materials and waste to ensure proper containment of materials utilized in automotive light/medium or heavy equipment maintenance and repair.
13. May be 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.
14. Input and retrieve 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 and regulatory entries, including CHP, AQMD and other State and local requirements.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED in addition to a minimum of 2 years recent experience in an automotive light/medium or heavy equipment maintenance position.

OR

High school diploma or GED and attainment of skills through a recognized automotive light/medium or heavy equipment maintenance trade training program and/or applicable related experience within a industrial environment.

Experience and knowledge as demonstrated by practical application of techniques and practices specific to the inspection, diagnosis, maintenance and repair of automotive light/medium or heavy equipment including pumps, compressors. Skills necessary include mechanical, hydraulics, electrical, and computer/electronics, and handheld diagnostic systems.

Required Knowledge of: Employees in this title are semi-skilled and learn and utilize 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. Knowledge of varied types of generators which may include diesel and propane powered systems nomenclature, preventive and corrective maintenance approaches, as well as safety procedures relating to lock-out, tag-out and high voltage generation and propulsion precautions to ensure high levels of quality and integrity in fleet maintenance and repair. safety practices and regulations for operating mechanical and electrical equipment.

Required Skills and Abilities to: Perform and/or assist in diagnosing malfunctions through the utilization of basic electronic and computerized diagnostic equipment of varied types and manufacturers.

Ability to read and interpret manufacturer schematics and vendor diagrams, 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 diagnose and repair malfunctions of fleet equipment and systems (visually and/or aurally), including engine and drive systems, fuel, electrical, suspension, chassis and safety appliances, refrigerant recovery and recycling requirements of the Environmental Protection Agency (SCAQMD).

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 A, B, and/or C with appropriate commercial license endorsements
- Certification from the South Coast Air Quality Management District in freon installation, automotive air conditioning and emissions (including CFC 12, Refrigerant recycling and service procedures)
- Emissions testing certification from the State of California
- ASE certification

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.