

## **AUTOMOTIVE/HEAVY EQUIPMENT TECHNICIAN**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, performs technical duties and responsibilities in the maintenance, repair, servicing, and troubleshooting of vehicles and heavy equipment; overhauls, repairs, and adjusts engines, transmissions, and related vehicle systems; performs preventive and corrective maintenance and repair on a variety of vehicles and heavy equipment; and performs duties as assigned

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is the second of three levels within the fleet maintenance job series. This class is responsible for performing the full range of duties required to ensure that heavy equipment and vehicles are maintained in a safe and effective working condition and provide the highest level of safety for use, working independently, and exercising judgment and initiative. Positions at this level work on a wide variety of vehicles and equipment with up to 480 volts and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Lead Mechanic in that the latter performs the more complex work assigned to the series and serves in a lead capacity over assigned staff.

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

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Performs technical duties involved in troubleshooting, diagnosing, repairing, and maintaining a variety of automotive, heavy, and shop equipment including cars, trucks, hydraulic systems, electric carts, bicycles, and portable equipment up to 480 volts; repairs shop tools as necessary.
- Performs complex preventive mechanical maintenance by inspecting equipment and adjusting or replacing oil, filters, gear boxes, drive belts, brakes, air systems, exhaust systems, pressure systems, and cab equipment.
- Performs complex corrective mechanical maintenance by troubleshooting cause of malfunction using visual inspection and precision measuring and testing instruments; troubleshoots electrical systems; replaces or repairs broken parts such as engines, computer diagnostic systems, hydraulic circuits, brakes, and front-end suspensions.
- Overhauls, repairs, and adjusts engines, transmissions, brake systems, clutches, differential assemblies, hydraulic pumps and systems, and fuel injection systems; tunes up engines as necessary.
- Performs smog and opacity tests on gasoline and diesel engines.

- Performs service calls on the road or job sites to perform minor repairs; transports vehicles or equipment as necessary.
- Performs maintenance and repairs on pump stations and related OC San equipment.
- Reads electrical diagrams to determine location and layout of equipment.
- Operates various types of heavy, medium, and light duty trucks and heavy equipment including loader, light tractor, water truck, and fuel truck vehicles with or without air brakes, and tour bus.
- Operates and maintains a variety of hand tools, power tools, pneumatic tools, and other equipment in the performance of assigned duties.
- Completes and logs daily work sheets and service sheets; reviews equipment service logbook for previous comments or repairs on equipment; completes work orders for malfunctions identified during routine maintenance and California Highway Patrol inspections; maintains all records.
- Orders replacement parts to perform maintenance and repairs as necessary.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Operations, services and activities of a vehicle and heavy equipment maintenance and repair program.
- Principles, methods, techniques, materials, and tools employed in the electrical and computer diagnostic troubleshooting, preventative and corrective maintenance, and repair of assigned equipment, vehicles, and/or machinery.
- Mathematic principles and calculations.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in the maintenance and repair of heavy equipment and vehicles.
- Principles and practices of record keeping.
- The structure and content of the English language to effectively perform the work.
- Current 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:**

- Accurately diagnose mechanical repair needs, troubleshoot problems, and determine action required for repair.
- Perform a variety of troubleshooting, repair, preventative and corrective maintenance, servicing, and cleaning tasks on assigned equipment, vehicles, and/or machinery.
- Safely and effectively use and operate hand tools, mechanical equipment, maintenance and repair equipment, power tools, and equipment required for the work, including a tour bus for OC San visitors.
- Read and understand technical manuals, blueprints, construction and shop drawings, specifications, and sketches.
- Provide roadside assistance to jump start vehicles, unlock vehicles, and troubleshoot mechanical problems.
- Operate fuel trucks and provide fuel to equipment, pump stations, stand-by generators, and vehicles.
- Perform safety inspections and identify safety hazards.
- Perform annual government capacity tests on required vehicles.
- Make accurate arithmetic calculations.
- Maintain accurate logs, records and basic written records of work performed.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Organize own work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in automotive maintenance or a related field.
2. Three (3) years of work experience applying preventive and corrective mechanical maintenance skills on automotive and heavy equipment.

**Licenses and/or Certifications:**

- Must possess a valid California Class B Driver's License.
- Must possess a valid California Class A Driver's License with air brakes and tanker endorsements within six (6) months of date of placement in position.
- Must possess a valid Class P endorsement within six (6) months of date of placement in position.
- Must possess a valid hazardous materials endorsement within six (6) months of date of placement in position.
- Must possess a valid manual transmission endorsement within six (6) months of date of placement in position.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in a shop environment; 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 movements in the performance of daily duties; to climb and descend into and out of vehicles and equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.
- Perform medium to heavy physical work; to lift, push, carry, and/or pull materials and objects up to 51 pounds.
- Vision to inspect and operate equipment and determine differences in wiring, fluids, and condition of components.

- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, heights, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants, biologic/infectious agents, and exposure to vermin, insects, and parasites.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Standby and Call Back: Employees in this classification may be required to participate in standby duty and are subject to call back, which may include nights, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on standby, or report to an emergency, and refuses to do such, shall be subject to disciplinary action up to and including termination.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.