

CITY OF MILPITAS
Effective: June 1985
Revised: 6/05, 12/05, 7/10
EEOC: Skilled Craft
FLSA: Nonexempt
Unit: MEA
Physical: 2

FLEET MAINTENANCE WORKER I/II

DEFINITION

To make minor and major mechanical repairs to automotive, diesel and other power-driven equipment; to perform routine preventative maintenance work on automotive, diesel and other power-driven equipment; and to assist entry-level and semi-skilled mechanics.

DISTINGUISHING CHARACTERISTICS

Fleet Maintenance Worker I - This is the entry-level class in the Fleet Maintenance class series. Positions in this class perform mechanical repair work of a routine to moderately complex nature, working under the guidance and training of more experienced staff. Work assignments typically deal with the more routine repairs made in the shop, with a strong emphasis on preventative maintenance. Positions at this level are also responsible for the more routine maintenance activities of the shop including transporting vehicles, picking-up and delivering parts, and cleaning and washing vehicles and the shop as time permits.

Fleet Maintenance Worker II - This is the full journey level class in the Fleet Maintenance class series. The Fleet Maintenance Worker II class is distinguished from the Fleet Maintenance Worker I by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this class level typically perform the more complex assignments within the work unit, and assume responsibility for providing guidance and assistance to less experienced staff in the shop.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Maintenance Supervisor.

May exercise technical supervision over less experienced staff in the shop.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Make minor and major mechanical repairs to automotive, diesel and other power-driven equipment.

Perform routine preventative maintenance work on automotive, diesel and other power-driven equipment.

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Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment.

Determine extent of necessary repairs.

Tune up engines, replacing ignition parts and cleaning and adjusting carburetors.

Replace or repair faulty parts including wheel bearings, oil seals, shock absorbers, brakes, exhaust systems, steering mechanisms, and related parts and equipment.

Prepare and replace such components as generators, distributors, relays, lights, and switches.

Overhaul coolant systems; replace hoses, radiators, belts, water pumps and thermostats.

Check and repair mufflers and exhaust pipes.

Prepare police vehicles for removal from service; remove police equipment.

Provide emergency road service as necessary.

Assist other mechanics in the performance of mechanical repairs as required.

Perform related duties as assigned.

QUALIFICATIONS

Fleet Maintenance Worker I

Knowledge of:

- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel-powered equipment.
- Operation and care of large and small gasoline and diesel engines.
- Safe work practices.
- Preventative maintenance techniques.

Ability to:

- Perform minor and major mechanical work on equipment and vehicles.
- Use a variety of tools and equipment with skill.
- Maintain a variety of shop and repair records.
- Understand and carry out oral and written directions.
- Establish and maintain effective work relationships with City staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the maintenance and repair of automotive and other power mechanic equipment and tools.

Education

Equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License; Class B with a Tanker endorsement within 11 months of appointment.

Fleet Maintenance Worker II - In addition to the requirements for Fleet Maintenance Worker I:

Knowledge of:

Policies and procedures of the City as they relate to equipment maintenance and repair.
Operating characteristics of the entire range of City-owned equipment.

Ability to:

- Perform journey level mechanical work including the troubleshooting of equipment for both major and minor repairs.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Work independently.

Experience:

One year of experience comparable to a Fleet Maintenance Worker I in the City of Milpitas.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Physical exam, and drug and alcohol screening.

Visual Requirements: Discern colors

Auditory Requirements: 100-decibel hearing

Work is mainly performed in the garage with some outdoor work; ability to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up to 75 pounds of weight throughout the day and occasionally up to 90 pounds; exposure to outdoor elements in all weather conditions throughout the year, confined spaces, hazardous waste, sewage, chemicals, exhaust; walk on uneven surfaces; able to travel to various locations within and outside the City of Milpitas.

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Approved by:

City Manager

Date:

Human Resources Director