

ASSISTANT FLEET EQUIPMENT TECHNICIANDEFINITION

Performs minor fleet maintenance. Picks up and delivers automotive parts and supplies for needed repair of fleet vehicles. Assists in stocking and issuing routine inventory auto parts.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Drives a variety of fleet vehicles to and from departments, supply/repair businesses and other areas for service or delivery. Operates shop forklift. Is trained to change and repair vehicle tires. Performs minor maintenance, checks and changes batteries, filters and oil; cleans and washes automotive equipment, operates steam cleaner. May operate radio, telephones, copy machine and word processor; is trained to operate inventory terminal and key making machine. May be assigned to dispatching station and fuel island. May be assigned repair cost record keeping, job cost records and other personnel related duties. Duties may also include data entry, and other office related functions. May clean, wash, sweep and paint facilities, and performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level trainee class in the fleet maintenance series. Incumbents will receive on-the-job training in various areas of the fleet maintenance department.

MINIMUM BASIC REQUIREMENTS

Familiarity with auto parts and their function and/or one semester of high school auto shop. Service Station experience highly desirable. Data entry, typing and/or word processing experience helpful.

SPECIAL REQUIREMENT

Must possess and keep current a valid California Class C Driver's License.

WORKING CONDITIONS

Must be willing to work any shift, weekends, and to be on call on off-duty hours.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer will be a reliable dependable individual with good mechanical aptitude, who enjoys working on and around automotive-type equipment. The preferred individual will take pride in the quality and appearance of their tasks, with ambition and self-motivation to learn and proceed up the career ladder.

Class Title Changed from Fleet Equipment Technician Trainee  
per Council Resolution No. 93-095,  
effective 1-1-94

Reviewed: 10/03

ADA Approved: 10/03