



## POSITION DESCRIPTION

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**TITLE: EQUIPMENT TECHNICIAN**

**REPORTS TO:** Operations Supervisor (Construction)

**GRADE:** 4

**FLSA:** Non-exempt

**CONFIDENTIAL:** No

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.

**EDUCATION:** High School diploma or equivalent; valid California Class "B" or higher driver's license and proof of insurability are required. Standard First Aid and CPR certifications required. Thorough knowledge and understanding of the District's vehicle tracking database system must be obtained within one year. Automotive Service Excellence (ASE) Certified Automotive and/or Truck Technician certifications (A1-A9, C1, F1, G1, X1) must be obtained within two years.

**EXPERIENCE:** Minimum two years automotive services and maintenance experience. Skills include, and are not limited to the full range of diagnosis, troubleshooting, preventive, and corrective maintenance to an automobile and truck fleet; experience with industrial equipment repair and maintenance; experience operating heavy machinery and equipment. Ability to effectively organize and manage competing priorities; ability to utilize a personal computer and peripherals.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results and address administrative issues; other District employees to discuss and resolve technical and/or fleet maintenance needs; all other District personnel as required.

**EXTERNAL:** Interaction with vendors to purchase parts and supplies and to coordinate external repair of equipment.

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### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to effectively utilize a personal computer and peripherals; ability to stand for long periods of time; sufficient manual dexterity is required to effectively utilize various tools for automotive repair.

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## ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation. Appropriate personal safety equipment is provided.

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## DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include repairing and maintaining all District vehicles and equipment. A working knowledge of pertinent Federal, California and local requirements is necessary. This position will maintain and meet all regulations for the Above Ground Fuel Storage (AGFS) per the Air Pollution Control District (APCD) requirements. This position coordinates all phases of outsourced repairs and/or services; tracks mandated DMV (California Department of Motor Vehicles) and BAR (Bureau of Automotive Repair) smog certifications; coordinates smoke tests for vehicles with diesel engines, and performs repair work internally as required. Adapt to rapidly changing technologies in the automotive industry as well as in the diagnostics area. Ability to constructively deal with conflict and afford effective solutions; ability to provide input regarding District operations policies and procedures; ability to operate within designated budgetary guidelines; ability to respond to situations using sound judgement; and manage District resources responsibly are essential. Support of the District Strategic Plan and Mission Statement and a working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety program is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
60%	<p>Maintenance and repair of District vehicles and gas and diesel-powered equipment and their electronic components:</p> <ul style="list-style-type: none"><li>• Inspects and diagnoses vehicles and equipment.</li><li>• Performs auto and equipment repair and general maintenance as needed.</li><li>• Coordinates automotive and welding repairs with outside vendors as necessary.</li><li>• Responds to emergency service calls for repair or towing equipment that has broken down away from District headquarters.</li><li>• Fabricates, repairs, and installs a wide variety of automotive equipment and related components.</li><li>• Installs, troubleshoots, and maintains the vehicle tracking database system within each vehicle.</li><li>• Inventories and maintains supplies and fuels in an organized manner in compliance with Federal, California and local laws.</li><li>• Coordinates the removal of District generated hazardous waste to include reporting to the California Environmental Reporting System (CERS).</li><li>• Coordinates California Smog and BIT (Biennial Inspection of Terminals) programs.</li><li>• Administers the District Preventative Maintenance Program for the Annual Vehicle and Equipment Grading Replacement Policy.</li><li>• Supports District operations.</li></ul>
30%	<p>Recordkeeping:</p> <ul style="list-style-type: none"><li>• Maintains proper documentation in an organized manner meeting Federal, California and local requirements including work, time and material logs, Air Pollution Control District documentation and equipment operating permits.</li><li>• Monitors equipment repair history and makes recommendations for replacement.</li><li>• Maintains, enters, retrieves, and generates vehicle, equipment, and work order</li></ul>

- reports from computer information system.
  - Creates, opens, and closes individual work orders within the Enterprise Asset Management (EAM) database system for each task performed with all vehicles and equipment.
  - Administrates, supports, and troubleshoots the District (Gasboy) fuel system database for the Above Ground Fuel Storage (AGFS).
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#### **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

10%            Performs all related duties as assigned.