



July 2023
FLSA: Non-Exempt
Maintenance Tech I Rate: \$27.60
Maintenance Tech II Rate: \$29.40

MAINTENANCE TECHNICIAN I/II

DEFINITION

Under immediate (Maintenance Technician I) or general (Maintenance Technician II) supervision, performs medium to heavy equipment inspection, diagnostic, maintenance, and repair functions to ensure the overall safety of District vehicles; assists in cleaning, transportation, and preparation of District vehicles; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Maintenance Technician I) to general (Maintenance Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Maintenance Technician I: This is the entry-level classification in the Maintenance Technician series. Initially under close supervision, incumbents learn and perform routine medium to heavy vehicle equipment testing, diagnostic assessment, maintenance, and repairs. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Maintenance Technician II: This is the fully qualified journey-level classification in the Maintenance Technician series. Positions at this level are distinguished from the Maintenance Technician I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level 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.

Positions in the Maintenance Technician class series are flexibly staffed; positions at the Maintenance Technician II level are normally filled by advancement from the Maintenance Technician I level; progression to the Maintenance Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Maintenance Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Maintenance Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Conducts vehicle road tests and vehicle diagnostic tests using diagnostic equipment and various diagnostic software.
- Makes a variety of routine repairs to ADA equipment, brakes, chassis, cooling system, engine, interior and exterior lighting, gauges and controls, safety equipment, tires, and transmissions.
- Performs both in-house and road call vehicle repairs, using various hand, power, pneumatic, and precision tools.
- Performs preventative maintenance inspections on transit and other fleet vehicles following specific checklists and based upon vehicle mileage and a schedule.
- Maintains accurate and complete repair records in writing and via District software.
- Sweeps and cleans work area; performs general shop housekeeping with appropriate disposal of waste products.
- Transports vehicles to vendors or to drivers to replace those vehicles enroute and in need of repair.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned

QUALIFICATIONS

Positions at the Maintenance Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Design, adjustment, tools, equipment, and procedures used in the overhaul, repair, and adjustment of medium to heavy duty braking systems, medium to heavy duty engines, transmissions, and other medium to heavy equipment components, including computerized diagnostic and test equipment.
- Math and measurements including calculating conversions to/from metrics, capacity, and volume.
- Lubrication systems, including oils and greases, used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Basic/intermediate mechanical understanding of gas, diesel, and electrical engines and parts.
- Basic/intermediate knowledge of operations of brake, electrical, and other vehicle systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Read, view, and understand mechanical, electrical and vehicle design schematics, maintenance and repair manuals, and other resources.

- Independently perform a variety of minor and major mechanical work on automotive, mechanical, electrical, electronic, and hydraulic maintenance and repair related to gasoline, diesel, or alternative fuel powered automobiles, light and heavy trucks, and construction equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Safely operate all District vehicles, trucks, and equipment.
- Inspect gas- and diesel-powered equipment to locate difficulties.
- Use a variety of tools and equipment with skill.
- Document and maintain accurate records of repairs.
- Diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment.
- Observe and comply with safety regulations and protocols.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- 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 grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Maintenance Technician I/II: Equivalent to completion of the twelfth (12th) grade

Experience:

- Maintenance Technician I: One (1) year of heavy equipment maintenance experience.
- Maintenance Technician II: Three (3) years of heavy equipment maintenance or five (5) years of automotive mechanical experience.

Licenses and Certifications:

- Possession of, or successful acquisition within 60 days of employment, a valid “Class A” or “Class B” Commercial Driver’s License with Air Brake and Passenger Endorsements, to be maintained throughout employment.
- Must obtain and maintain all other endorsements/clearances required by DMV and obtain DOT medical certificate and maintain such for the duration of employment as an Operator.

PHYSICAL DEMANDS

Must possess mobility to work in a shop and field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job requires frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and

equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work areas. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.