CLASS SPECIFICATION
Fleet Services Worker

FLSA Status: Nonexempt  
EEOC Job Category: Craft Workers  
Union Representation: Represented

GENERAL PURPOSE
Under supervision, services, washes and inspects vehicles and equipment; assists journey-level mechanics; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Fleet Services Worker is the semi-skilled class in fleet services class series. Incumbents are responsible for performing assigned fleet service duties under the supervision of a mechanic or other staff person.

Fleet Services Worker is distinguished from Fleet & Equipment Mechanic in that incumbents in the latter class are responsible for performing the more complex maintenance and repair work on the District's vehicle and equipment fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Inspects, adds and/or changes fluid levels in brake, steering and other systems; adds gasoline and oil; changes engine filters; changes engine, transmission, differential and power take-off lubricants; may inspect and replace radiator, hydraulic and pneumatic hoses; changes radiator fluids; tests, adds fluids, replaces and/or charges batteries; changes windshield wiper blades; washes and cleans vehicles and equipment.

2. Inspects vehicles for operating condition and safety problems; reports problems to supervisor or mechanics; maintains records and logs of servicing and inspection of vehicles and equipment; checks vehicle scheduling to avoid conflicts; documents and compares drivers log reports with previous inspection reports for thoroughness and accuracy.

3. Cleans shop and vehicle service areas and ensures supplies and equipment are maintained in orderly condition.

4. Assists journey-level mechanics as needed; assists Mechanics in transporting vehicles to District sites.
QUALIFICATIONS

Knowledge of:

1. Basic operations and maintenance of vehicle systems and components.
2. Use and maintenance of basic shop, hand and power tools, such as sockets, wrenches, torque wrenches, pneumatic wrenches, greasing tools, and other related tools.
3. Types and grades of lubricants, coolants, brake, steering, and other fluids used in automotive and equipment servicing.
4. Use and maintenance of tire changing and balancing equipment.
5. Safe working practices and safety equipment related to the work.

Ability to:

1. Operate basic shop, hand and power tools, vehicle hoists and jacks.
2. Operate tire changing and balancing equipment.
3. Understand and follow oral and written instructions.
4. Keep basic logs and records.
5. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of responsible vehicle servicing experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid Class C California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The
employee is frequently required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, employees are frequently required to use oral and written communications; use math and mathematical reasoning; and interact with District management, staff and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.