

JOB DESCRIPTION
Nogales Unified School District #1

FLEET TECHNICIAN

Purpose Statement:

The job of FLEET TECHNICIAN is done for the purpose/s of determining needed repairs and/or replacements on district vehicles; ensuring the availability of vehicles in safe operating condition; and providing written documentation of repairs to meet district, state and federal requirements.

This job reports to FACILITIES AND PROJECT MANAGER

Essential Functions

- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Maintains heavy equipment (e.g. tractors, back hoes, forklifts, mixers, skip loaders, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintans documentation (e.g. vehicle maintenance records, recall notices, inventory list) for the purpose of ensuring fleet is maintained, and in correct working order.
- Repairs heavy equipment for the purpose of ensuring availability of equipment in safe operating condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Assists other personnel as may be required (e.g. warehouse with inventory) for the purpose of supporting them in the completion of their work activities.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Reviews Standards with those employees seeking bus driver licensure for the purpose of assisting them in the certification process.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in maintenance and repair.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: General knowledge of combustion engine

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with others; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

Keep current in the repair of combustion engines, school bus brake systems, electrical troubleshooting, diesel systems, and general vehicle maintenance.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Evaluated

Approval Date

Job description available upon request

Salary Grade

Classified 10