



Hi-Desert Water District Classification Specification

Job Title: Fleet Mechanic

Job Grade: 11

FLSA Status: Non-Exempt

Date: June 2025

JOB SUMMARY

Under the supervision of the Construction Superintendent, the Fleet Mechanic is responsible for the diagnosis, maintenance, and repair of a wide variety of gasoline, diesel, and alternative fuel-powered vehicles and equipment used by the Hi-Desert Water District. This includes heavy and light trucks, construction equipment, and other District vehicles. The Fleet Mechanic performs preventive maintenance, services small engines, operate shop tools and diagnostic equipment, and may be required to respond to after-hours emergencies and overtime assignments

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include** all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Inspect, diagnose, service, and repair gasoline and diesel-powered vehicles and equipment.
- Perform scheduled preventive maintenance including oil changes, tune-ups, and safety inspections.
- Troubleshoot and repair electrical, ignition, fuel injection, cooling, steering, suspension, and brake systems.
- Maintain and repair hydraulic systems, air brakes, and other heavy vehicle components.
- Service and repair small engines (2- and 4-cycle) used on construction equipment.
- Perform minor body repairs and assist with fabrication tasks.
- Road test vehicles for diagnostic and post-repair verification.
- Perform California BIT inspections and ensure compliance with state and federal safety regulations.
- Track and schedule smog inspections and emissions-related repairs.
- Operate diagnostic scan tools and maintain detailed maintenance records.
- Install and maintain vehicle accessories such as racks, toolboxes, and trailer hitches.
- Monitor fuel inventories and ensure proper storage/disposal of used oil and fluids.
- Maintain shop cleanliness and safety; ensure tools and equipment are in safe operating condition.
- Fuel and wash District vehicles as needed.

- Assist with parts procurement and invoice processing for maintenance activities
- Participate in the District's on-call emergency response rotation as required

JOB SPECIFICATIONS

Knowledge of:

- Automotive and heavy equipment repair, diagnostics, and service procedures.
- Hydraulic and air brake systems.
- Emission control systems and regulatory compliance (e.g., California Air Resources Board).
- Use of hand tools, power tools, and diagnostic equipment.
- Safe work practices and OSHA regulations.
- Basic fabrication techniques.

Skills and Abilities:

- Work independently with minimal supervision.
- Diagnose and repair mechanical and electrical malfunctions.
- Perform physical labor, including lifting up to 50 lbs.
- Use hand tools and equipment in confined or elevated areas.
- Follow oral and written instructions accurately.
- Maintain detailed service records and documentation.
- Establish and maintain effective working relationships with coworkers and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- **Climbing:** Frequently – for inspections and accessing equipment.
- **Bending/Kneeling/Crouching:** Frequently – for repairs and installations.
- **Lifting:** Regularly lifting tools, parts, or equipment up to 50 lbs.
- **Repetitive Motion:** Regular use of hand and power tools.
- **Respirator Use:** As needed for exposure to fumes, dust, or other conditions.
- **Standing/Sitting:** Varies with task – may involve extended periods of either.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.

- Minimum of two (2) years of increasingly responsible experience performing maintenance and repair of diesel, gasoline, or alternative fuel vehicles and equipment. Experience with water utility or construction fleet equipment preferred.

License / Certificate:

- Valid **California Class A Commercial Driver License** with an acceptable driving record is required.
- Must possess a current **ASE Brake Certification** at time of hire or obtain it within 12 months of hire. Failure to obtain this certification will result in termination.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.