



October 2017
FLSA: Non-Exempt
Safety Sensitive

MAINTENANCE TECHNICIAN

Hourly Rate: \$18.91 - \$25.34 with benefit package

Filing Deadline: Open Until Filled

DEFINITION

Under general supervision, provides technical support to El Dorado Transit's maintenance operations; areas of responsibility include inventory control, warehouse storage, parts distribution and semi-skilled facilities maintenance and repair tasks involving electrical, plumbing, carpentry, and painting trades; coordinates activities with other departments and external organizations as necessary; prepares and maintains records and files; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management and supervisory staff; Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification responsible for performing the full range of assigned inventory control and facilities maintenance duties, 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.

This class is distinguished from Maintenance and Facilities Supervisor in that the latter serves as the first level supervisor who plans, directs and reviews the work of assigned maintenance and operations staff.

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 so that qualified employees can perform the essential functions of the job.

- Provides technical support to El Dorado Transit's maintenance operations; areas of responsibility inventory control, warehouse storage, parts distribution and semi-skilled electrical, plumbing, carpentry, and painting facilities maintenance tasks.

When Assigned to Inventory Control/Warehouse Operations

- Within established guidelines, sources, purchases, inventories, stocks and issues mechanical parts to maintenance staff; orders, stocks and maintains inventory levels for uniforms and janitorial supplies; obtains supervisor or management approval for all purchases.
- Assists in inventory control and recommends replenishment of supplies; assesses stock levels, and in conjunction with supervisor or manager, establishes re-order points to generate the automatic re-ordering process.
- Sources and obtains bids from multiple vendors as required; performs price comparison research when ordering parts and makes recommendations on vendors and services based on this research; ensures recommendations are compliant with El Dorado Transit's procurement policies and procedures.

- Check shipments to ensure correct contents and condition/quality of same; verifies delivery receipts against purchase orders; distributes and/or stores contents; submits paperwork for processing invoices.
- Performs record keeping methods related to the maintenance of inventory and the tracking of assets/parts allocated to individual vehicles.
- Performs pick-up and delivery of vehicles and parts as needed.

When Assigned to Facilities Maintenance:

- Performs a variety of semi-skilled work in the maintenance, cleaning and repair of El Dorado Transit buildings, facility, vehicles and equipment including maintaining rural bus stops and shelters not under commercial contract.
- Prepares materials and schedules waste disposal pick-up for used oil, filters, solids, antifreeze and contaminated fuel; makes appropriate updates to the California Environmental Reporting System based on waste disposal.
- Performs daily inspection of bus yard, cleans up any oil spills or waste materials.
- Assists with road call repairs, performs pre-trip inspections of El Dorado Transit vehicles and drives replacement buses or vehicles to the site of a breakdown.
- Inspects storm drains, replacing as necessary, tests water samples and PH levels; and maintains records of monthly drain inspections and water sample tests.
- Maintains the bus washer, keeping the bus washer clean, serviced with soap, and free of odor.
- Fuels vehicles when necessary, checks fluid levels, tires, belts, lights etc.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of inventory control and materials handling/distribution.
- Stock and warehousing practices including the operation of forklifts and related equipment.
- Common materials and parts used in a vehicle maintenance environment.
- Sources for obtaining a variety of automotive and bus parts, supplies, equipment and tools.
- El Dorado Transit and public procurement practices, policies and procedures.
- Business mathematics.
- Methods, practices, and materials used in performing semi-skilled trades work for electrical, plumbing, carpentry, and painting maintenance and repair tasks.
- The safe use and operation of a variety of tools and equipment used in building and repair and maintenance.
- Proper cleaning methods, and safe usage of cleaning materials and disinfectants.
- Use and minor maintenance of hand and power tools and equipment used in facilities maintenance work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination including computers and software relevant to work performed.

Ability to:

- Source and recommend vendors for a diverse range of vehicle maintenance equipment and supplies.
- Read and interpret a variety of vendor catalogs; order parts within established procedures.

- Enter and retrieve inventory information from an automated inventory system
- Perform heavy manual work in lifting and moving stock;
- Determine appropriate location of parts within the maintenance facility or parts room.
- Work with supervisor to establish re-order points and monitor system for same.
- Perform a diverse range of semi-skilled tasks in facilities maintenance.
- Safely perform routine cleaning and maintenance of El Dorado Transit facilities.
- Operate handheld power tools used for facilities maintenance.
- Safely operate forklifts, other stockroom equipment and motor vehicles.
- Demonstrate excellent customer service skills.
- Effectively use computer systems, software applications, 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 and maintain effective working relationships with those encountered in the course of the 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:

Equivalent to completion of the twelfth (12th) grade and two (2) years of experience providing technical support to maintenance programs in either a trades or inventory control capacity.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.
- Ability to obtain a California Class B Driver's License with passenger endorsement and no air brake restriction within ninety (90) days of employment; and maintain a safe driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard workshop and warehouse setting, to operate a motor vehicle; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to perform work. 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 sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in a workshop and warehouse environment; incumbents are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

APPLICATION SELECTION PROCEDURES

It is the responsibility of the applicants to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619 by the deadline. Postmarks are not acceptable. El Dorado County Transit Authority applications must be used. **A current Department of Motor Vehicle official K-4 printout of your driving record must accompany your application, run no more than 60 days prior to the date of your application is received by Human Resources.** Resumes may be attached but may not be substituted for any portion of the application. All complete applications will be reviewed and the most suitable, qualified applicants, based on the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening and/or oral interview.

EL DORADO COUNTY TRANSIT AUTHORITY IF AN EQUAL OPPORTUNITY EMPLOYER