

**FLEET MAINTENANCE ASSISTANT****DEFINITION**

Under direction, performs work as a fleet maintenance technician; cleans fleet vehicles, delivers fleet vehicles to and from campuses, procurement and disposal of parts, inventory of supplies including fuel usage at all 4 locations; maintains records related to work performed; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class in the Transportation Series within the Yosemite Community College District (YCCD). Incumbents in this class perform routine and/or semi-skilled duties in support of the transportation department, particularly related to the vehicle and equipment fleet.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a supervisor or manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor. Incumbents do not directly or indirectly lead or supervise other full-time employees, though they may direct, train, and/or instruct employees on a project or assignment basis.

**ESSENTIAL DUTIES**

- Maintains a variety of records, including monthly mileage reporting, fuel sheets and other documents related to the maintenance of vehicles and equipment.
- Responsible to wash and vacuum fleet vehicles and perform other routine tasks to maintain interior and exterior vehicle condition.
- Drive fleet vehicles between campuses or to other sites as needed.
- Return and pick up keys for events office and reserved vehicles.
- Monitor fuel deliveries and recording/receiving delivery tags.
- Perform routine fuel station inspections.
- Perform duties required to maintain a clean and safe shop working environment.
- Dispose of tires, waste oil, and filters using proper techniques and compliance methods.
- Assist with smog certification tracking and certifications.
- Operating commercial vehicles WITHOUT passengers for maintenance purposes.
- Deliver parts and materials between campuses and departments within YCCD.
- Audit fleet vehicles and equipment and inventory
- Assists in the equipment certification programs that involve training staff and equipment throughout the District.
- Performs other duties as assigned.

## TYPICAL WORKING CONDITIONS

- Work is performed in both an indoor and outdoor environment. Duties may require some exposure to hot, cold, wet, humid, or windy conditions caused by weather, as well as exposure to potentially hazardous chemicals, noise, dust and fumes.

## MINIMUM QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### Education and Experience

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Possession of a High School diploma or GED.
- Experience: One year performing basic maintenance duties in an institutional setting.

### Knowledge of:

- Principles, methods, materials, tools and equipment used in the maintenance of a variety of light and heavy-duty gasoline and diesel-powered motorized vehicles and equipment.
- Operational characteristics of various hand and power tools.
- Occupational hazards and standard safety practices.
- Safe working methods and procedures.

### Ability to:

- Drive a service vehicle to and from work sites.
- Maintain records and files, and be able to prepare complete and concise reports.
- Operate a variety of equipment as required to collect data, train staff, or properly dispose of waste materials.
- Perform basic maintenance and repair work within the area of assignment.
- Safely and effectively operate and maintain a variety of hand and power tools and equipment.
- Understand and carry out oral and written directions and communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### Licenses and Certificates:

- A valid California Class B driver's license with a passenger endorsement is required.
- Cal OSHA Forklift Trainer and Aerial Platform Trainer (District to provide)

**Physical and Mental Standards:**

- **Mobility:** ability to bend, stoop, and crawl under and around equipment; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read labels and documents, computer screens and do close-up mechanical work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

Class Adopted: 4/1/25

Class Amended: XX-XX-XX