



## UNION JOB DESCRIPTION

**TITLE: Fleet Mechanic Trainee**

### DEFINITION:

Under the direction of the Transportation Manager, Fleet Maintenance Operations Manager & Garage Foreman, the Fleet Mechanic Trainee performs corrective, preventive, predictive maintenance and repair and mandated compliance inspections on all types of vehicles, mounted equipment, portable equipment, construction equipment and specialized utility equipment as assigned.

### DISTINGUISHING CHARACTERISTICS:

This classification is a bid classification with the District selecting the successful senior candidate.

This position is distinguished from the Garage Helper, Class 1 classification in that this classification prepares the successful candidate for Utility Journeyman Mechanic level work within the Transportation Unit, including but not limited to:

- Preventive Maintenance and Inspections
- Corrective Maintenance
- Aerial Device and Crane Inspections and Repair
- Fabrication and Welding Skills
- Field Service Calls
- Safety Chair Responsibilities
- Safe Work Practices and Adherence to District Safety Directives and Practices.
- Reliability and Conduct

This classification is a training position where the incumbent learns, through on the job training all of the Journeyman Mechanic classification duties. This position consists of an eight step progression, each step progression having a duration no less than six months and 1000 hours. Up to 24 months or 4000 hours of credit may be granted to a candidate who exceeds the minimum experience and education requirements.

Upon completion of the last step in the progression, District approved testing, Trainee Committee approval and other program requirements, the trainee will be placed in the Journeyman Mechanic classification.

### BASIC RESPONSIBILITIES:

1. Performs service and inspections, maintenance, overhaul, and repair on all types of vehicles, mounted equipment, portable equipment, and specialized utility equipment.
2. Maintains accurate vehicle and equipment maintenance work orders, and labor time entry records, based on work performed each day.
3. Performs all duties of lower classifications in the Transportation Department as assigned.
4. Compliance with District and Transportation safety practices, shop policies and procedures and Federal and State laws.

### OTHER RESPONSIBILITIES:

1. Performs associated duties as assigned.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

- Automotive technology theory, repair and maintenance fundamentals, in the performance of vehicle and equipment maintenance and repair.
- Safe and appropriate use of tools, equipment, materials and chemicals in a modern fleet maintenance repair shop.
- Safe and appropriate procedures utilized for cleaning up oil or chemical spills in the shop or in the field.
- First Aid and CPR practices.
- District policies and procedures.
- Basic personal computer skills, including keyboarding for basic business applications and computerized fleet management application.

### Ability to:

- Work in a safe manner using approved District work practices
- Meet departmental work assignment deadlines.
- Communicate effectively verbally and in writing.
- Work varying shifts as assigned.
- Identify, analyze and resolve problems.
- Adjust to varying workload demands.
- Receive and carry out assignments.
- Establish and maintain cooperative and effective working relationships with others treating them with respect and dignity.
- Work and support others in a customer service focused environment.

### Education/Experience:

- High School diploma or equivalent, **AND**
- Completion of an automotive or truck technology vocational program with a graduation certificate of completion **OR** minimum 5 years of experience as a District Garage Helper, **OR** equivalent experience within the last 10 years in an automotive, equipment or truck repair shop.

### License, Certification and/or Testing:

- Possess a valid Washington State Driver's License with a good driving record.
- Possess a valid Washington State Commercial Driver License (Class A) within 90 days of the employment start date.
- CPR First Aid card within 90 days of the employment start date.
- Pass pre-placement physical exam (to be done after verbal job offer).

## WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment.
- Some exposure to chemicals for cleaning and painting parts.
- Some exposure to fumes from welding and grinding on metal.
- Must be able to lift and carry heavy tools, equipment and vehicle parts up to 75 lbs. on a daily basis.
- Must be able to work on varying shifts and extended hours as emergency conditions dictate.
- Subject to 24 hour call-out.