



Class Code: 05-1240
FLSA: Non-Exempt
EEO: 06
Bargaining Unit: 05
Revised: 10/2020

FLEET MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, organizes, coordinates, and performs a variety of assignments in a centralized warehouse operation, including the receiving, purchasing, storing, issuing and delivery of equipment replacement parts and road maintenance and construction materials; inventories, orders, and issues supplies and materials; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level Storekeeper classification. The incumbent is responsible for planning, organizing, coordinating, and performing a variety of work in a centralized warehouse operation for the Department of Public Works.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from assigned supervisor. This is not a supervisory classification.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Organizes, coordinates, and performs a variety of assignments in the receiving, storing, issuing, and delivery of materials, supplies, and equipment.
- Receives warehouse shipments, inspecting shipments for proper quantity and quality of items.
- Operates warehouse equipment in unloading, storing, and reorganizing items.
- Maintains records and prepares reports of materials, tools, supplies and equipment received and delivered.
- Receives and completes requisitions for materials and supplies, ensuring timely delivery.
- Prepares bids and vendor letters for parts and equipment.
- Consults with vendors on pricing, warranty problems, and availability of products.
- Completes work orders and posts parts and supplies data.
- Conducts an annual inventory.
- Ships, receives, and routes materials.
- Keeps records of purchases in case of warranty problems.
- Reviews and signs vendor statements for payments of purchased items, using a computerized warehouse system to verify data.
- Processes and codes invoices for payments.
- Maintains an on-going inventory of parts and supplies for the completion of Department of Public Works work.
- Assigns and monitors county pool vehicles for daily and extended use, scheduling, tracking, and reporting services and repairs to all county vehicles.
- May maintain fuel island equipment and print fuel reports.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of purchasing, inventory, warehousing, and delivery of supplies, materials, and parts.
- Types and uses of public works construction and maintenance equipment, materials, and supplies.
- Organization, functions, activities, and regulations of public agency purchasing functions.
- Record keeping and reporting procedures.
- Safe work practices.
- Operation and routine maintenance of vehicles, equipment, and power tools used.
- Use of computers and computer applications related to department inventory systems.

Ability to:

- Plan, organize, and coordinate a public works parts purchasing and warehousing operation.
- Correctly identify vehicle and equipment parts and supplies in catalogs and manuals.
- Work with and update a computerized equipment/materials management system.
- Develop and maintain good public relations with vendors, staff, and other government agencies.
- Operate county vehicles and equipment such as forklifts and loaders.
- Effectively represent the Department of Public Works in contacts with the public.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Education and Experience:

Two (2) years of responsible work experience in purchasing support and warehousing work, preferably including experience in maintaining inventory levels and distributing parts and supplies in a centralized warehousing operation.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.