JOB DESCRIPTION

Coachella Valley Water District

Date: December 2007

TITLE: Maintenance/Training Technician

DEPARTMENT: Trades and Support

REPORTING RELATIONSHIP:

Reports to: Auto Shop Supervisor or Crew Chief

Oversees the following: Drivers training and testing program, Preventive maintenance program, Palm Desert facility vehicle repair shop, and the service stations at the Coachella and Palm Desert facilities.

Supervises the following: Automotive Service-workers, Automotive Technicians, may also supervise the Parts Specialist

DEFINITION: Under direction, to oversee the equipment and drivers training and testing program, to supervise and direct the activities of the preventative maintenance shop, and the automotive shop in the absence of the Auto Shop Supervisor, and Crew Chief.

ESSENTIAL FUNCTIONS:

1. Establishes standards for training and testing, in compliance with the DL 170 program, for certification and recertification of class A drivers, and maintains all required records on file in an organized and up to date manner.

2. Establishes standards for training and testing for certification of operators of various pieces of equipment in compliance with OHSA.

3. Coordinates with Training and Safety Specialist to insure all training for drivers and operators complies with District policies and procedures and state regulations.

4. Coordinates with Auto Shop Supervisor to insure 90-day inspections of Class A and Class B vehicles are performed in compliance with motor carrier regulations.

5. Conduct spot checks to insure operators of vehicles and heavy equipment are complying with pre-trip and load securement procedures, and are following all safety requirements of safe operation. Also insures that the driver’s daily log is being filled out correctly and maintains an updated file.

6. Oversee the Palm Desert vehicle repair facility and preventative maintenance stations to ensure the orderly repair and preventative maintenance work on cars, trucks, heavy equipment, generators, pumps and other related items.
ESSENTIAL FUNCTIONS (Cont.):

7. Locate educational opportunities or training for Auto Shop personnel to stay current on repairs and of new equipment.

8. Assists in the budgeting and purchasing of new shop equipment and helps prepare new items for budget.

9. Performs special projects as needed.

10. Conducts or oversees training.

MINIMUM QUALIFICATIONS:

License and Certificates: Valid Class A California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Must be able to be a certified driver tester in the DL 170 drivers / training program as per the Department of Motor Vehicles.

Education and Experience: Any combination of supervision and training experience, which would be qualifying. Three years of journey level experience in the maintenance and repair of automotive and other related equipment. It is desirable that the candidate successfully complete and automotive and a college supervision program.

Knowledge of:
- Principles, methods and practice pertaining to the safe operation of Class A and B vehicles and heavy equipment.
- Title 49 Federal and the State of California Vehicle Code as it pertains to motor vehicles
- The DL 170 drivers testing / training program issued by the Department of Motor Vehicles.
- The BIT program over seen by the California Highway Patrol
- Tools lubricants, equipment and procedures used in the servicing overhauling, repair, and adjusting of automotive and other power driven equipment.
- Principles utilized in the establishment and operation of preventative maintenance program.
- Safety practices and programs.
- Principles of supervision, training and shop organization.
- Principles of budgetary planning and control of expenditures.
MINIMUM QUALIFICATIONS (Cont.)

Abilities:  - Organize and implement a plan to train employees.
           - Work cooperatively with others.
           - Communicate effectively both verbally and in writing
           - Keep maintenance and repair work within cost and time constraints.
           - Coordinate, set schedules for training and testing with all departments and the
             Training and Safety Specialist.
           - May coordinate, set schedules for all repairs and maintenance with all
             departments to minimize down and turn around times for vehicle and
             equipment users.
           - Maintain communication with Auto Shop Supervisor on any regulatory
             changes affecting the PM shop and Equipment shop or District vehicles.
           - Analyze work problems and identify solutions which will facilitate the
             completion of assignments.
           - Maintain accurate records and logs.

Education:  High school diploma or equivalent. Must achieve DL170 Train the Trainer course or
            equivalent. College level courses in supervision or management and automotive repair preferred
            but will accept certification programs and years of successful experience.

PHYSICAL REQUIREMENTS:

Driving: Moderate, will drive all district vehicles

See Human Resources for physical assessment form.