



Apply to: **SUNRISE RECREATION AND PARK DISTRICT**  
7801 Auburn Blvd.  
Citrus Heights, CA 95610  
(916) 725-1585  
[www.sunriseparks.com](http://www.sunriseparks.com)

**Closing Date:** 5:00 pm, November 22, 2019  
**Please Note:** SRPD District Application Required

Application can be found at:  
<http://www.sunriseparks.com/job-openings>

**SUNRISE RECREATION AND PARK DISTRICT  
CLASSIFICATION SPECIFICATION**

**JOB TITLE:** Vehicle and Equipment Maintenance Specialist  
Salary Range: \$4753 - \$5778 per month (depending on experience)  
1.5% COLA Effective 1/1/2020  
Family Health and Dental/Employer Paid \$18,000 Life Insurance  
Retirement 2.5% @ 67  
Vacation/Sick Leave/CTO

**DIVISION:** Park Maintenance

**CLASS DEFINITION:**

Diagnoses, repairs, overhauls and maintains gasoline and diesel powered light and heavy duty vehicles, construction machinery, and other landscaping and construction equipment in the field and shop environments; prepares and maintains time, materials, repair and maintenance records and other documentation; inventories and orders parts, tools, and supplies; repairs equipment parts using acetylene and arc welding tools; inspects and certifies large trucks and equipment to ensure regulatory compliance; prepares cost estimates and makes recommendations regarding feasibility of major repairs; coordinates replacement and/or disposal of obsolete equipment; prepares specifications for new vehicles and equipment; provides technical assistance to District personnel; assigns, trains and supervises the work of a park maintenance crew and operates District mowers and other heavy equipment on an as needed basis; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Vehicle and Equipment Maintenance Specialist classification is a full journey level specialist classification. Though the Vehicle and Equipment Maintenance Specialist assigns, trains and supervises the work of a park maintenance crew and operates District mowers and other heavy equipment on an as needed basis, the essential duties performed by this classification are focused on the maintenance and repair of District vehicles and landscaping and construction equipment; maintenance of shop and parts inventories; and preparation and maintenance of vehicle and equipment repair and maintenance records. The specialized nature of the work performed by this classification is distinguished from the work of incumbents classified as a Park Maintenance Supervisor who are responsible for the supervision of multiple park maintenance crews in an assigned area of the District; and from incumbents classified as a Park Maintenance Worker II who provide Lead direction to a park maintenance crew performing assigned landscape or facilities maintenance, repair or construction work.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision within a framework of standard policies and procedures from the Parks and Facilities Superintendent. Provides functional lead direction and training to a park maintenance crew performing landscape and facility maintenance and repair work.

**EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Diagnoses, troubleshoots and repairs electrical and mechanical malfunctions of District vehicles, trucks, trailers, backhoes, tractors, motors, and a variety of construction and landscape equipment
- Adjusts, repairs, replaces, and/or overhauls a variety of diesel and gasoline-powered engines; clutches, and other equipment components
- Performs scheduled preventive maintenance of District vehicles, including safety inspections, oil changes and engine tune-ups and coordinates annual smog checks with service vendor
- Adjusts brakes and/or arranges for brake replacements and wheel alignments; services transmissions and/or arranges for repair; and repairs front and rear-end suspensions and conducts road tests
- Diagnoses and repairs wiring, lights, switches, generators and alternators in District vehicles and equipment; grinds valves; repairs, tunes up and overhauls compressors
- Researches and orders parts, tools and supplies; maintains appropriate levels of parts and District paper supply inventories; picks up and delivers parts and supplies as needed
- Prepares cost estimates and make recommendations regarding feasibility of major repairs; coordinates the replacement and/or disposal of obsolete equipment; prepares specifications for new vehicles and equipment
- Inspects and certifies large truck and equipment in accordance with Federal and State regulations
- Completes and maintains time and material, repair and maintenance records and documentation required for regulatory compliance
- Performs skilled work in a variety of trades using appropriate tools and equipment to maintain District parks, facilities, and equipment, including welding and fabrication and operation of a variety of heavy equipment, as needed

**EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Provides lead direction and training to subordinate park maintenance and seasonal staff; assigns, coordinates and monitors work efforts; and plans and recommends equipment and materials needed for project assignments
- Performs a variety of grounds maintenance activities including mowing; edging; troubleshooting and repairing water lines, irrigation and sprinkler systems; and operating automatic control systems for an assigned area of the District on an as needed basis
- Perform other job-related duties as required

**EMPLOYMENT STANDARDS:**

**Education and Experience Guidelines:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- A minimum of two (2) years of full-time automotive and gas and diesel equipment repair, maintenance, and adjustment experience
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance; and
- Specialized training in the maintenance and repair of gasoline and diesel powered equipment

**Knowledge of:**

- principles of gasoline and diesel powered engines, electrical systems, power train systems and smog device systems
- modern automotive and truck repair methods, practices and techniques
- proper use of overhaul and testing equipment
- lubrication methods and practices
- applicable safety requirements
- principles and practices of functional supervision and training
- modern methods, techniques, materials and safe operation of equipment used for landscaping and grounds and building maintenance and repair
- water line and irrigation system installation, maintenance and repair

**Ability to:**

- work independently in the absence of supervision
- diagnose and repair mechanical and electrical malfunctions in gasoline and diesel powered vehicles and equipment
- safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments
- read, interpret and comprehend various technical manuals and related materials
- plan, assign, direct and evaluate the work of subordinates
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities
- perform essential duties of the job without causing harm to self or others

**Licenses/Certification Required:**

- Possession of a valid class A California Driver's license and a satisfactory driving record

**WORKING CONDITIONS:**

**Environmental Conditions:**

Essential duties of the Vehicle and Equipment Maintenance Specialist classification are performed in both garage and field environments in all weather conditions. Incumbents perform essential duties on slippery and uneven surfaces, around machinery with moving parts or other equipment; and are exposed to constant noise, dust, allergens, fumes, smoke, gases, grease, oils, electrical energy, solvents and chemicals on a daily basis.

**Physical Conditions:**

Essential duties and responsibilities of the Vehicle and Equipment Maintenance Specialist classification regularly requires repetitive use of feet and hands to operate vehicles, equipment and tools; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instructions; to be able to view objects within one to twenty feet and differentiate basic colors

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and shades of color; regularly requires incumbents to climb, stoop, kneel, bend, crouch, or crawl; to extend hands and arms in any direction to reach, lift and carry objects weighing between 5 and 50 pounds; to stand and walk for extended periods of time; to push with upper extremities to exert steady force to thrust objects forward, downward or outward; to use upper extremities to exert force to draw, drag, haul or tug objects weighing up to 50 pounds in sustained motion; to use finger dexterity to accomplish repairs; to grasp tools and objects with fingers and palm of hand; and to maintain body equilibrium while walking standing or working on narrow, slippery or moving surfaces.

**OTHER:**

**FLSA STATUS:** Non- Exempt

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.