



JULY 2016
FLSA: NON-EXEMPT

SENIOR EQUIPMENT MECHANIC

DEFINITION

Under direction, participates in complex and difficult preventative maintenance, skilled repairs, and outfitting of a wide variety of City vehicles, construction equipment, and light-to-heavy duty trucks and equipment; leads, trains, and oversees lower-level and temporary staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Supervisor or assigned Supervisor. Exercises lead direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the equipment mechanic classification series performing the most complex duties required to ensure that City vehicles and equipment are maintained in a safe and effective working condition and provide the highest level of safety for City use, and providing lead direction and training to full-time and temporary staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned section. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Fleet Supervisor in that the latter has oversight of the entire fleet division, system- assignments and projects, and responsibility for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to lower-level and/or temporary staff assigned to troubleshoot, overhaul, repair, and maintain light to heavy gasoline and diesel-powered vehicles and equipment; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine to complex equipment maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Fleet Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Estimates costs of equipment maintenance work, supplies, equipment and materials; orders supplies, parts and equipment for work projects; assists in stocking supplies and maintaining inventory records.
- Maintains records of purchase orders and monitors expenditures.

- Inspects and evaluates work in progress and upon completion to assure that repair, maintenance, and project activities are performed in accordance with manufacturer standards and specifications.
- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks and a variety of diesel, gasoline, electric, and natural gas powered maintenance and construction equipment.
- Overhauls, repairs and adjusts engines, transmissions, differentials and clutches; tunes up engines; replaces ignition parts.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.
- Ensures that all vehicles and equipment are in safe and operational condition; makes road emergency vehicle and equipment repairs; performs on-site field repairs to stationary or disabled equipment.
- Performs electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools and other related parts; designs, lays out and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- Adjusts, repairs, replaces and/or rebuilds carburetors, fuel injection systems and other fuel system components, drum and disk braking systems, valves, master cylinders and pneumatic or other hydraulic controls.
- Installs, troubleshoots, adjusts, replaces, repairs and/or rewires electrical components such as ignition, signals, lights and electrical controls, including computer-controlled components.
- Installs and removes specialized equipment on police vehicles.
- Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, loaders, booms and lifts.
- Diagnoses, repairs, or overhauls light and heavy equipment such as valves, mowers, aerial lifts, and construction equipment including dump trucks, back hoes, trailers and small engines.
- Repairs and replaces suspension and steering components.
- Repairs and maintains hand-held and walk-behind power equipment.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Observes and complies with toxic waste and hazardous materials handling and disposal as set forth by local, state and Federal agencies.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Removes lights, radios, equipment, insignia, and striping to prepare retired vehicles and equipment for auction.
- Prepares and maintains records of work performed, time and materials used in each project.
- May be assigned to monitor underground storage tank (UST) or above ground storage tank (AST) systems by conducting weekly and monthly inspections, preparing inspection reports, and coordinating annual testing of UST with outside vendors and the City.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles, light and heavy-duty trucks and equipment, police vehicles and other specialized equipment, including hydraulic and computer-controlled systems.
- Principles of lead supervision and training.
- Principles and techniques of preventative maintenance and inspection.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of gasoline and diesel engine maintenance and repair.
- Modern office practices, methods, computer equipment and basic applications.
- Principles and procedures of record-keeping and reporting.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Plan, schedule, assign, and oversee activities of equipment maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Troubleshoot and determine appropriate action in the maintenance and repair of automobiles, trucks, and a variety of diesel gasoline, electric, and natural gas powered maintenance and construction equipment; determine materials and supplies required for repair.
- Diagnose, troubleshoot, test, repair and perform preventive maintenance work on automotive, police, construction and maintenance vehicles, equipment and systems.
- Perform skilled electrical, welding and mechanical maintenance, repair and installation work.
- Read and interpret hydraulic and electrical schematics and fabrication blueprints.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Understand and follow oral and written instructions.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Operate computerized diagnostic equipment.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade.
- Four (4) years of increasingly responsible automotive and/or heavy equipment technician experience equivalent to the equipment mechanic at the City of Menlo Park; one (1) year in a lead capacity is desirable.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class "B" driver's license with air brakes and tanker endorsements, and passenger transport endorsement for 15 passengers or more including driver.
- Possession of a valid California Class "A" driver's license is desirable.
- Possession of Forklift Certification issued by Occupational Safety and Health Administration (OSHA) within six months of employment.
- Possession of Automotive Service Excellence (ASE) certifications is desirable.
- Possession of a Welding Certificate issued by the American Welding Society (AWS) is desirable.
- Possession of a Designated UST Operator certificate issued by the International Code Council (ICC) is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces and around machines, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, and potentially inclement weather conditions.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.