



JANUARY 2019
FLSA: NON-EXEMPT

EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs preventive maintenance, skilled repairs and outfitting of a wide variety of City vehicles, construction equipment, light-to-heavy duty trucks and equipment, and miscellaneous mechanical equipment such as generators, pumps, and lawn mowers; ensures that all vehicles are in safe and operational condition; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Supervisor or assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Equipment Mechanic classification series responsible for performing the full range of mechanical, electrical, hydraulic, pneumatic, gasoline and diesel repair and maintenance required for City vehicles, and equipment. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned vehicles and equipment. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other maintenance class series in that it performs more highly skilled technical and mechanical maintenance activities. This class is distinguished from Senior Equipment Mechanic in that the latter leads, trains, and oversees assigned work and performs the more complex and difficult work in mechanical maintenance and repair of City vehicles and equipment.

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.

- 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; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- 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 emergency road-side 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.
- 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.
- Adjusts and repairs or rebuilds drum and disk braking systems, valves, master cylinders and pneumatic or other hydraulic controls.
- 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.
- Assures City vehicles are in compliance with the current California emission standards.
- 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, insignias, and striping to prepare retired vehicles and equipment for auction.
- Prepares and maintains records of work performed, time and materials used in each project.
- 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 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 policies 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:

- 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.
- Understand and follow policies and procedures, 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.
- 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.
- Three (3) years of increasingly responsible automotive and/or heavy equipment mechanic experience.

LICENSES AND CERTIFICATIONS:

- Possession of a valid California Class "C" driver license and a satisfactory driving record.
- Possession of, or ability to obtain, a valid California Class "B" driver license with air brakes and tanker endorsements within six (6) months of employment.
- Possession of, or ability to obtain, passenger transport endorsement (P) for fifteen passengers or less including driver within one (1) year of employment.
- Possession of Forklift Certification within six months.
- Possession of a Welding Certificate issued by the American Welding Society (AWS) 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.