



MECHANIC

DEFINITION

Performs skilled work in maintaining vehicles and mechanical equipment for the operation of Fleet Management.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision of the Fleet Manager. Technical guidance is often provided by the Senior Mechanic. Position requires a large degree of individual initiative, judgement and responsibility.

CLASS CHARACTERISTICS

This is an entry level classification that participates in the maintenance and repair of the City's fleet of vehicles, including cars, light and heavy equipment and emergency vehicles. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires extensive mechanical knowledge and experience. This class is distinguished from the Senior Mechanic in the level of experience, knowledge, expectations and responsibilities.

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.

- Performs a wide variety of scheduled and unscheduled repairs and services on all City vehicles and equipment including, but not limited to, light, medium and heavy duty trucks, parks maintenance equipment, construction equipment and sedans.
- Performs skilled repairs on the following sub-components: hydraulic brake systems (to include ABS), gas and diesel engines, automotive electrical systems, mechanical and electronic fuel injection systems (gas and diesel), automatic transmission (mechanical and electronic shift), manual transmission, transfer cases, differentials, electronic ignition systems, air induction system (to include turbo and superchargers), exhaust systems and all related parts.
- Carries out and conducts preventative maintenance for all vehicles and mechanical equipment.
- Performs routine Quality Assurance checks on repaired equipment.
- Researches and orders service and repair parts for scheduled and unscheduled repairs.
- Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools. Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary components and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, differentials, transfer cases, transmissions, ignition, air, exhaust, axle assemblies and related systems.

- Fabricates and welds metal.
- Changes and repairs tires and tubes.
- Evaluates mechanical status of City equipment and vehicles, ensuring all deficiencies found are documented and scheduled in for repairs.
- Performs emergency field repairs on disabled equipment as needed.
- Insures shop, shop equipment and tools are cleaned and maintained at all times. Performs all duties in conformance with appropriate safety and security standards.

QUALIFICATIONS

Knowledge of:

- Automotive mechanics, gas and diesel engines, transmissions, hydraulics, generators and welding.
- Practices, methods materials and tools used in modern equipment maintenance.
- Skill and operation of tools and equipment.
- Use of a wide variety of air, hydraulic, electrical, repair tools, and diagnostic equipment.
- Metal working skills using gas and electrical welding equipment.
- Personal computers for communication, research, diagnostic and training purposes.

Ability to:

- Inspect and diagnose malfunction on all equipment and perform the necessary repairs, adjustment and service to ensure 100% operational status is maintained at all times.
- Perform quality preventative maintenance services and checks.
- Follow policies and procedures to carry out assigned projects to their completion.
- Understand and carry out written and verbal instructions.
- Communicate effectively verbally and in writing.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with employees, other departments, supervisors, vendors and the public.

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 completion of the twelfth (12th) grade, supplemented by specialized technical training in a vehicle and equipment maintenance field; with ASE certifications and two (2) years of related experience; and/or three (3) years of increasingly responsible maintenance experience in a related field.

A two-year college degree is preferred.

Licenses, Certifications and Special Requirements:

- Possession of, or ability to obtain, a valid California Class A Commercial Driver's License within 180 days of appointment.
- Air Brake Endorsement, or obtain within 180 days of appointment.
- Tanker Endorsement, or obtain within 180 days of appointment.

- Provide and maintain a complete set of mechanic tools at the work-site, as approved by the Fleet Manager.
- Pass a medical examination and mandatory drug and alcohol screenings required for licensing and work assignment.

PHYSICAL DEMANDS

Must possess mobility to work in and around the City public works maintenance shop and office; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various operational and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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. The employee frequently is required to use sensory perception in the detection of odors. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, moving vehicles, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



JULY 2017
FLSA STATUS: NON-EXEMPT

SENIOR MECHANIC

DEFINITION

Performs and leads skilled work in maintaining vehicles and mechanical equipment for the operation of Fleet Management.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision of the Fleet Manager. Position requires a large degree of individual initiative, judgement and responsibility. Frequently serves as a lead worker over the position of Mechanic.

CLASS CHARACTERISTICS

This is a journey level classification that participates in the maintenance and repair of the City's fleet of vehicles, including cars, light and heavy equipment and emergency vehicles. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires extensive mechanical knowledge and experience. This class is distinguished from the Fleet Manager in that the latter has overall responsibility for supervision of Fleet division staff, accountability and planning for budgetary, regulatory and decision-making tasks. It is distinguished from the class of Mechanic in the level of experience, knowledge, expectations and responsibilities.

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.

- Performs a wide variety of scheduled and unscheduled repairs and services on all City vehicles and equipment including, but not limited to, light, medium and heavy duty trucks, parks maintenance equipment, construction equipment and sedans.
- Performs skilled repairs on the following sub-components: hydraulic and air brake systems (to include ABS), gas and diesel engines, automotive electrical systems, mechanical and electronic fuel injection systems (gas and diesel), Hydraulic systems, automatic transmission (mechanical and electronic shift), manual transmission, transfer cases, differentials, contact point and electronic ignition systems, air induction system (to include turbo and superchargers), exhaust systems and all related parts.
- Carries out and conducts preventative maintenance for all vehicles and mechanical equipment.
- Provides to Fleet Manager, feeder evaluation data on the mechanic for annual performance evaluation.
- Performs routine Quality Assurance checks on repaired equipment.
- Researches and orders service and repair parts for scheduled and unscheduled repairs.
- Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools. Tests, services and repairs vehicles and mechanical equipment.

- Inspects, adjusts and replaces necessary components and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, differentials, transfer cases, transmissions, ignition, air, exhaust, axle assemblies and related systems.
- Fabricates and welds metal.
- Changes and repairs tires and tubes.
- Evaluates mechanical status of City equipment and vehicles, ensuring all deficiencies found are documented and scheduled in for repairs.
- Assists in developing shop procedures, shop improvements and budget data for the maintenance and repair of vehicles and mechanical systems.
- Performs emergency field repairs on disabled equipment as needed.
- Insures shop, shop equipment and tools are cleaned and maintained at all times. Performs all duties in conformance with appropriate safety and security standards.
- May be occasionally assigned as the Fleet Manager in his absence.

QUALIFICATIONS

Knowledge of:

- Automotive mechanics, gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding.
- Practices, methods materials and tools used in modern equipment maintenance.
- Skill and operation of tools and equipment.
- Use of a wide variety of air, hydraulic, electrical, repair tools, and diagnostic equipment.
- Metal working skills using gas and electrical welding equipment.
- Personal computers for communication, research, diagnostic and training purposes.

Ability to:

- Inspect and diagnose malfunction on all equipment and perform the necessary repairs, adjustment and service to ensure 100% operational status is maintained at all times.
- Perform quality preventative maintenance services and checks.
- Follow policies and procedures to carry out assigned projects to their completion.
- Understand and carry out written and verbal instructions.
- Communicate effectively verbally and in writing.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with employees, other departments, supervisors, vendors and the public.

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 completion of the twelfth (12th) grade, supplemented by specialized technical training in a vehicle and equipment maintenance field; with ASE certifications and two (2) years of related experience; and/or three (3) years of increasingly responsible maintenance experience in a related field.

A two-year college degree is preferred.

Licenses, Certifications and Special Requirements:

- Possession of, or ability to obtain, a valid California Class A Commercial Driver's License within 180 days of appointment.
- Air Brake Endorsement, or obtain within 180 days of appointment.
- Tanker Endorsement, or obtain within 180 days of appointment.
- Provide and maintain a complete set of mechanic tools at the work-site, as approved by the Fleet Manager.
- Pass a medical examination and mandatory drug and alcohol screenings required for licensing and work assignment.

PHYSICAL DEMANDS

Must possess mobility to work in and around the City public works maintenance shop and office; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various operational and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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. The employee frequently is required to use sensory perception in the detection of odors. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

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