



**MARCH 2015
FLSA: NON-EXEMPT**

EQUIPMENT MECHANIC

DEFINITION

Under direct supervision, performs highly skilled mechanical work related to City vehicles and equipment including fire, utility, harbor vessels and street maintenance equipment; performs welding and fabrication work as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Director or assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Equipment Mechanic is the entry-level class in the equipment mechanic series. Initially under close supervision, incumbents with the appropriate automotive and/or heavy equipment repair experience, learn a wide variety of City vehicles, harbor vessels, light to heavy maintenance and construction equipment. As more experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Senior level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL 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 identifies 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.
- Inspects, diagnoses, and locates mechanical difficulties on trucks and construction equipment.
- Ensures that all vehicles, equipment, and fire apparatus are in safe and operational condition; makes road emergency vehicle and equipment repairs to all City-owned property.
- Tests and repairs starters, alternators, and generators; recharges or replaces batteries; diagnoses and makes minor repairs on air conditioning systems, vehicles, and equipment.



- Makes light and major repairs on pumps, valves, and major fire equipment apparatus; repairs outboard motors and controls of City boats; adjusts and repairs or replaces components on suspension systems for vehicles and equipment.
- Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Performs safety and preventive maintenance tasks on vehicles, equipment, and machinery.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Maintains accurate records; orders supplies, parts, and materials; picks up parts 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.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles and vehicles.
- Applicable Federal, State, and local laws, codes, and regulations.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Modern office practices, methods, computer equipment and basic computer software.
- Principles and procedures of 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:

- Troubleshoot and determine appropriate action in the maintenance and repair of City vehicles and equipment.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow, oral and written instructions.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. 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, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to possession of a high school diploma supplemented by completion of mechanical training and at least two (2) years of journey-level experience in automotive, vessel and power equipment repair.

Licenses and Certifications:

- Possession of or ability to obtain a valid California Class B driver's license. May be required to obtain a California Class A driver's license.
- Possess and maintain a valid A.S.E. Certificate for autos is desirable.
- Possess and maintain a valid A.S.E. Certificate for medium to heavy-duty trucks 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 medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; 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 assistance and/or 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, inclement weather conditions, water and road hazards. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. In case of a City wide emergency or natural disaster, employees in this class may be required to serve as an Emergency Repair Technician.