



CITY OF AVALON

MARCH 2015
FLSA: NON-EXEMPT

SENIOR EQUIPMENT MECHANIC

DEFINITION

Under general supervision, leads and performs highly skilled and advanced mechanical work related to City vehicle repairs and installation of equipment including fire, utility, harbor vessels and street maintenance equipment; and to perform welding and fabrication work as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director or assigned supervisor. Exercises no direct supervision over staff. May provide technical and function direction to lower-level staff.

CLASS CHARACTERISTICS

The Senior Equipment Mechanic is the full journey-level class that performs the full range of preventive maintenance, troubleshooting, service, and repair activities on a wide range of light to heavy City vehicles, fire vehicles and equipment, and construction and maintenance equipment required to ensure that all fleets and equipment are maintained in a safe and effective working condition and provide the highest level of safety for City use. 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 are distinguished from the entry-level by the performance of the full range of duties as assigned, working independently, and exercising 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 Public Works maintenance class series in that it performs more highly-skilled technical and mechanical maintenance activities. This class is distinguished from the Public Works Director in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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 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.
- Inspects, diagnoses, and locates mechanical difficulties on trucks and construction equipment.
- Ensures that all vehicles, equipment, harbor vessels 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 motor 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.
- Plans assigned work projects; prepares estimates of time and materials needed to perform assigned repairs and maintenance; ensures adequate materials and supplies are available for proper performance of maintenance work; assists in requisitioning and maintaining inventory of equipment, tools, parts, and supplies used in the maintenance and repair duties.
- 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.
- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles, trucks, fire and emergency medical vehicles, and a variety of diesel gasoline, electric, and natural gas powered maintenance and construction equipment.
- Operating and repair characteristics of a wide variety of City owned equipment (i.e. construction, fire, harbor, etc.).
- Principles and practices of fuel delivery systems.
- Electrical systems, including 12 and 24 volts.
- Principles of lead supervision and training.
- Operation and care of internal combustion engines and hydraulic equipment.

Ability to:

- Provide lead direction and training, as assigned.
- Troubleshoot and determine appropriate action in the maintenance and repair of City vehicles, and a variety of diesel gasoline, electric, and natural gas powered maintenance and construction equipment.
- Maintain accurate logs, reports, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Give, as well as understand and follow, oral and written instructions.
- Follow department policies and procedures related to assigned duties.
- Perform skilled electrical, welding, and mechanical maintenance, repair, and installation work.
- Read and interpret hydraulic and electrical schematics and fabrication blueprints.
- Independently perform the most difficult equipment mechanical repair work.
- Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Accurately determine project material needs and recommend purchases.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- 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, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective 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/or apprenticeship program. At least five (5) years of increasingly responsible experience in automotive and power equipment repair, including two (2) years of experience maintaining and repairing heavy duty gasoline and diesel powered vehicles or off-road construction equipment or watercraft.

Licenses and Certifications:

- Possession of or ability to obtain a valid California class B driver's license. May be required to obtain a valid California Class A driver's license.
- Possess and maintain a valid A.S.E. Certificate for autos.
- Possess and maintain a valid A.S.E. Certificate for medium to heavy-duty trucks.
- Possess and maintain a valid Airbrake Certificate is desirable.
- Possess and maintain a valid California Fire Mechanic I Certificate 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, 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.