



## Equipment Mechanic

Department/Division:	Public Works/Vehicle Maintenance
Reports To:	Maintenance Services Supervisor
Provides Direction To:	Not applicable
Exemption Status:	Non-exempt
Date Prepared:	January 13, 2007

### GENERAL PURPOSE

Under general supervision, perform skilled and semi-skilled technical diagnostic, repair, and maintenance work on a variety of automotive vehicles, trucks, tractors, and other light and heavy power-driven equipment; and performs other related duties as assigned.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Inspect, diagnose, and locate technical and electrical malfunctions on City automobiles, trucks, and a variety of maintenance and construction equipment and related component systems, including CNG fuel systems.
2. Determine extent of necessary repairs, and additional repair work; estimate parts and materials that will be needed; recommend contract work, as necessary.
3. Overhaul, repair, maintain and adjust a wide variety of gas and diesel powered automotive, truck, and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors and pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as heating and air conditioning units.
4. Operate and maintain a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.
5. Perform general maintenance services on cars, trucks and other equipment, including but not limited to grease and lubrication; battery service; tire change and repair; replacement of spark plugs, light bulbs, fan belts and other parts; gas and oil service; washing and cleaning of exteriors and interiors of vehicles; and other standard vehicle maintenance duties.

## **ESSENTIAL FUNCTIONS (continued)**

6. Read and interpret schematics, shop manuals, and other related materials in order to perform work assignments and to stay abreast of the current technology; access technical information from automated databases and technical manuals.
7. Fabricate and modify parts and equipment.
8. Perform minor welding, braising, soldering, and cutting operations.
9. Pick up and deliver vehicles as necessary as well as parts and supplies.
10. Maintain work, time, and material logs and records.
11. Observe safe working practices; maintain a clean and orderly work and shop area.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Practices, techniques, materials, tools and equipment used in the diagnosis, repair and modification of a wide variety of technical equipment, including automobiles, trucks, and heavy equipment, and their component systems; preventive maintenance practices and techniques; regulations, standards and guidelines pertaining to the work, including state and federal inspection guidelines; current technology in repairing and diagnosing vehicles, equipment and their component systems; operation and repair characteristics of the entire range of City-owned light and heavy equipment; welding techniques and methods.

### **Ability to:**

Inspect and correctly diagnose malfunctions in gas and diesel-powered equipment; use with skill the tools and test equipment associated with the automotive and heavy equipment trade; use gas and electric welding and cutting apparatus; perform technical repairs and adjustments within the time frames established; perform preventative maintenance and replacement functions; read and interpret manuals, schematics, plans and specifications related to duties; prepare and maintain a variety of shop time keeping and repair records; understand and follow oral and written instructions; establish and maintain effective working relationships with staff, management, vendors, and public.

### **Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Possession of or ability to obtain within six months of employment, a valid California Class B Driver's License which is required to drive commercial vehicles during the course of performing the required duties of the position.

As regulations change, incumbents are expected to obtain the State-mandated certifications required in order to work on certain vehicles, equipment or in handling materials. These certifications will be designated and specified at the time of hire, or as these requirements become necessary to perform the essential functions of the position.

### **Education/Training/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and three years of progressively responsible experience and proficiency performing diagnostic and repair duties on a wide variety of vehicles and equipment, including diesel, gas-powered equipment and their component electronic and computerized systems, including CNG fuel systems; specialized training and certification in the maintenance and repair of gas and diesel powered equipment and component systems, as well as CNG fuel systems. Training equivalent to successful completion of the National Institute of Automotive Service Excellence (ASE) Certified Automotive and/or Truck Technician tests is highly desirable.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Employees are required to frequently stand and walk in work areas and occasionally sit while completing records and reports, and talk and hear. Employees are expected to stoop, squat, crawl, lie on their backs while facing upward, and work within confined physical spaces. Employees may climb stairs or small stools, and lift and carry parts and equipment, typically weighing less than 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret specifications and manuals; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, management, and vendors.

## **ENVIRONMENTAL ELEMENTS**

The employee works indoors and outdoors while accessing and working on equipment. The employee is exposed to alternating coldness, heat, dust, oils, greases, fumes, moisture, wetness, and various cleaning agents. Employees must periodically pick up, deliver, and test-drive equipment. The noise level is loud when employees are operating power tools and equipment.