



## Position Description

### MECHANIC I

#### GENERAL PURPOSE

Performs semi-skilled, skilled, and administrative work in the repair and maintenance of vehicles and mechanical equipment operated by the City.

#### SUPERVISION RECEIVED

Works under the direct supervision of a Maintenance Services Manager.

#### SUPERVISION EXERCISED

Mechanic . Generally none.

Mechanic . Exercise technical and functional supervision over assigned personnel.

#### DISTINGUISHING CHARACTERISTICS

Mechanic This is the journey level class within the Mechanics series. Incumbents 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 Central Garage. This position is distinguished from the Mechanic position in that the latter provides lead supervision over assigned personnel. Under the flexible staffing concept, positions assigned to the Mechanic I class may reasonably expect to progress to the level with training, experience, and continued demonstration of satisfactory job performance

Mechanic This is the advanced journey level class within the Mechanics series. Incumbents at this level are distinguished from other classes within this series by the level of responsibility assumed and the complexity of duties assigned. Incumbents at this level typically perform the more difficult and complex types of duties and to provide lead supervision over assigned personnel. Employee is expected to be fully trained in all procedures related to assigned area of responsibility.

## **DUTIES AND RESPONSIBILITIES** (Illustrative Only)

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

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 units and related parts in the performance of repair and maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, **axle** assemblies and related systems.

Cuts and welds metal **and** performs body repair, touch up and related work. Changes and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Initiates and purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance in compliance with departmental and City procedures.

Provides emergency field assistance to disabled equipment as needed and appropriate. Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Assists in the preparation and administration of budgets in conformance with adopted policies and procedures.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

Respond to emergency work requirements 24 hours per day, seven days per week.

**Addendum for Mechanic**

Assign, direct and review the work of assigned personnel; provide input for employee performance evaluations.

Inventory, order and control tools, supplies and materials for garage.

Assist in implementing Central Garage policies and procedures.

**PERIPHERAL DUTIES**

May serve as a member of various employee committees.

May perform a variety of public works maintenance duties.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

**Mechanic**

- (A) Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.
- (B) Two (2) years of related mechanic's experience, or
- (C) Any equivalent combination of education and experience.

**Mechanic**

- A) Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.
- (B) Four (4) years of related mechanic's experience, including experience with more complicated equipment, or
- (C) Any equivalent combination of education and experience.

**Necessary (Knowledge, Skills and Abilities:**

- (A) Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- (B) Skill in operation of listed tools and equipment.

(C) Ability to diagnose and repair a variety of mechanical problems with gasoline and diesel and/or other drive equipment; use of various hand and power driven shop tools; establish and maintain effective preventive maintenance programs, policies and procedures; maintain effective accounting procedures; carry out assigned projects to their completion; communicate effectively in English verbally and in writing; establish and maintain effective working relationships with employees, supervisors, vendors and the public.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain and maintain a valid California Driver's with CDL Class B endorsement, or ability to obtain one within six (6) months from date of hire.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is routinely required to climb or balance; stoop, kneel, crouch, crawl, walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving vehicles and other operating equipment and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

Employee is subject to call back after hours, weekend assignment and to respond to emergency situations on a 24 hour basis, seven days per week in addition to normally scheduled work hours.

The work environment is moderately noisy.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change in accordance with applicable MOU provisions.

Effective Date:

Revision History:

Resolution Number: