

MECHANIC

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general supervision, to perform skilled mechanical work in the repair, overhaul, and maintenance of both gasoline and diesel-powered equipment; to perform general building maintenance; and perform a variety of tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is an experienced journey level position. Incumbents are required to work independently without supervision and have the skills that are necessary to repair and maintain a wide variety of automotive and heavy equipment.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Make major and minor mechanical repairs to a wide variety of gasoline and diesel-powered automotive and heavy equipment, both standard and metric.
- Develop and implement preventive maintenance programs.
- Perform engine tune-ups and brake relining and adjustments.
- Install and repair electrical systems and accessories.
- Repair and adjust clutches and transmissions.
- Diagnose, locate, and examine mechanical defects in all types of automotive and heavy equipment.
- Perform gas and electric welding.
- Do fabrication, forging, and tempering work.
- Install and repair hydraulic systems and power take-off units.
- Adjust, rebuild, and repair engines, carburetors, fuel injectors, governors, starting motors, differential, air conditioning, brakes, and oil, water, and fuel pumps.
- Maintain construction equipment and landscape equipment, including tractors and mowers.
- Develop policies and procedures in the maintenance and operation of vehicles and equipment.
- Operate a variety of vehicles and equipment.
- Assist in the training of personnel on an assigned basis.
- Utilize and adhere to proper safety precautions in all work performed.
- Maintain records of daily work performed and materials and equipment used.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Methods, materials, tools, and equipment used in automotive and equipment repair.
- Theory and operation of gasoline and diesel-powered internal combustion engines, manual and automatic transmissions, and steering and suspension systems.
- Theory and operation of hydraulic and electrical systems, principles and methods of gas and electric welding.
- Methods, tools, and principles of heat treating, tempering, and forging materials.
- Methods and tools used in fabricating parts.
- Methods of body and fender repair and painting.

Ability to:

- Diagnose mechanical defects and determine appropriate repair work needed.
- Operate a variety of equipment.
- Perform skilled mechanical work in repairing, overhauling, and maintaining automotive and road construction and maintenance equipment.
- Use gas and electric welding equipment.
- Use spray painting equipment.
- Maintain records.
- Follow oral and written instructions.
- Stay up to date with changes in equipment models and components.

Minimum Qualifications

Education:

Successful completion of a mechanic training program recognized by the ASE.

Experience:

Four years of experience in the repair and maintenance of automotive and heavy equipment.

Certificates:

ASE Light-Duty Certification and Medium Duty-Certification is desired.

License Requirement:

- Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.
- Smog, Brake, and Lamp License.

Equipment:

Must furnish both standard and metric hand tools appropriate to the work involved.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Evening, weekend, shift, standby, and/or on-call work is required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Mechanic	2000			4831	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____