

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Mechanic I	Department : Shop	
Reports to: Shop Supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Mechanic II	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to Assist in the inspection, repair, maintenance, and overhaul heavy and light trucks, automobiles, electrical vehicles, construction equipment, other gasoline, and electrically powered vehicles, motorized equipment, and small gasoline engines and similar equipment. Operate a wide variety of hand, power, and specialized electromechanical and electronic diagnostic equipment, and other miscellaneous equipment. Assist in keeping the City vehicle fleet and mechanical equipment in a safe mechanical condition.

CLASS CHARACTERISTICS:

This is the entry-level class in the Mechanic series. Under the direct supervision of a Mechanic III or a Supervising Mechanic, incumbents learn to perform all duties related to light and heavy equipment maintenance and repair, including the special skills necessary to function at the journey level.

Training will emphasize the acquisition and application of the following technical skills required to service automotive, light truck, and heavy equipment systems and subsystems:

Diagnostics: Use of basic and complex tools and electronics equipment to determine the source of problems for repair, including emission control scanners/analyzers for mandated inspections, adjustments, or repairs.

Troubleshooting: Use of accepted automotive procedures and equipment to determine the source of problems predominately related to, but not limited to, mechanical components.

Repair: Predominately using recommended removal or replacement procedures of defective or problematic components. Includes the ability to use personal computers to download manufacturers' recommended software for proper automotive specifications and operation.

This class is alternately staffed with Mechanic II (Light) and Mechanic II (Heavy). Incumbents may advance to the higher level of either class after successfully completing the probationary period, obtaining the necessary license(s) (if applicable), acquiring the requisite four years of qualifying work experience, and demonstrating proficiency that meets the qualifications of the higher class.

ESSENTIAL RESPONSIBILITIES:

Assist in the performance of minor to medium repair on diesel engines. Assist in the maintenance and repair gasoline powered automobiles, automotive equipment and integrated systems, construction equipment, and other light and heavy power-driven equipment

Under direction, inspect motorized and mechanical equipment, diagnose trouble, and determine extent of necessary repairs. Assist in the overhaul, repair, and adjust various mechanical systems. Under direction, diagnose and repair hydraulic equipment and systems. Assist in the changing of and repair of electrical systems and their related hydraulic and mechanical components. Perform preventive maintenance in the course of all repairs and overhaul activities.

Road tests automobiles, trucks, and other motor vehicles

Under direction, inspects vehicles in the shop and in the field. Under direction, diagnose and performs electrical, hydraulic and other repair and maintenance work in the shop or in the field. Respond to road calls and other emergencies to repair vehicles and equipment, as necessary

Read and interpret manuals, drawings, schematics, diagrams and specifications. Under direction, estimate labor, materials, and equipment and order parts required to complete assignments

Make guided judgment as to methods to be used in safely completing assignments on time and in the most cost efficient manner. Under direction, determine parts to be used and prepare estimates of time and equipment. Participate in the analysis of whether or not equipment can be repaired or must be replaced

Record installation activities and cost of time and equipment expended. Under direction, prepare work orders concerning work performed. Completes forms and prepares reports of maintenance and repair activities, as requested

Observe job safe practices and utilize safety equipment related to the work.

Ensures safe operating condition of vehicles and equipment, and pull vehicles and equipment from service if judged unsafe to operate

Coordinate repair and maintenance activities with the appropriate supervisors and lead workers within the departments and divisions for whom maintenance or repair is being undertaken. Keep supervisor informed of issues, problems or difficulties arising during the course of work

Establish close working relationship with various City department heads or their representatives. Keep up-to-date through technical support literature, manuals, and training provided through his/her immediate supervisor

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of Methods, techniques, parts, tools, and materials used in maintaining and repairing a wide variety of motorized vehicles and equipment and their related systems and components; Simple and complex automotive diagnostic equipment; Hand, power, and shop tools and electrical/electronic instruments (such as diagnostic scopes, gas analyzers, dynamometers, multimeters, etc.) commonly used in

the trade; Shop mathematics; Personal computers and the Internet; Occupational hazards and safe work practices, methods, and regulations relating to the repair of fleet vehicles and equipment.

Skilled in — Diagnosing, maintaining, and repairing a wide variety of small gasoline, alternatively fueled, and diesel-powered vehicles, and related equipment used by City departments; Operating and maintaining a variety of hand, power, and shop tools and electrical/electronic instruments (such as diagnostic scopes, gas analyzers, dynamometers, multimeters, etc.); Reading and interpreting manuals, specifications, and drawings; Understanding and applying shop mathematics; Utilizing personal computers, related equipment, and the Internet as an information resource; Understanding and following written and oral instructions; Adhering to safe work practices, methods, and regulations pertaining to the repair of fleet vehicles and equipment; Exercising independent judgment and initiative without close supervision; Establishing and maintaining effective working relationships with those encountered in the course of the work; Working both independently and within a group to deliver products that may require both environments to complete; Performing related duties as assigned.

Ability to - Read, interpret and prepare detailed schematics, and specifications. Communicate clearly and concisely in oral and written English. Prepare clear and concise reports, and other written materials. Follow oral and written instructions. Operate a personal computer and related Window-based applications programs.

Licenses and Certificates – Possession of a valid California Driver’s License is required

Physical Abilities and Work Environment – – The employee must be able to sit or stand for lengthy periods of time in mostly indoor and a variety of outdoor physical and weather environments. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Drive an automobile or truck. Must possess the manual dexterity to use small hand tool, keyboard equipment, and be able to lift up to 100 and carry 50 lbs.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – One (1) year of experience in the maintenance and repair of automotive, motorized equipment, and mechanical systems, plus completion of an apprenticeship in vehicle or equipment repair.

Education - – Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California. Successful completion of an accredited trade school in automotive repair;

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date