

## CITY OF WASCO POSITION DESCRIPTION

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

### POSITION SUMMARY:

The fundamental reason this classification exists is to repair a wide variety of vehicles and equipment, including heavy-duty construction and maintenance vehicles and equipment. Inspect, repair, maintain, 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. Keep the City vehicle fleet and mechanical equipment in a safe mechanical condition.

### CLASS CHARACTERISTICS:

This classification is the skilled journey-level class of the Equipment Mechanic series. Incumbents perform the full range of mechanical maintenance and repair duties. This class is distinguished from the Shop Supervisor by its lack of responsibility for the planning and directing the overall work of the Shop Maintenance Division and from Senior Equipment Mechanic by the absence of the requirement to provide lead direction to three or more Equipment Mechanics. It is also distinguished from the Equipment Mechanic I by the possession of journey-level skills in the maintenance and repair of automotive and mechanical equipment.

### ESSENTIAL RESPONSIBILITIES:

Perform minor to medium repair on diesel engines. Maintain and repair gasoline powered automobiles, automotive equipment and integrated systems, construction equipment, and other light and heavy power-driven equipment.

Inspect motorized and mechanical equipment, diagnose trouble, and determine extent of necessary repairs. Overhaul, repair, and adjust various mechanical systems. Diagnose and repair hydraulic equipment and systems. Change or repair electrical systems and their related hydraulic and mechanical components. Perform preventive maintenance in the course of all repair and overhaul activities

Road tests automobiles, trucks, and other motor vehicles

Inspects vehicles in the shop and in the field. Diagnose and performs electrical, hydraulic and other repair and maintenance work in the shop or in the field

Respond to road calls and other emergency situations to repair vehicles and equipment, as necessary

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

Make independent judgment as to methods to be used in safely completing assignments on time and in the most cost efficient manner. Determine parts to be used and prepare estimates of time and equipment. Determine whether equipment can be repaired or must be replaced.

Record installation activities and cost of time and equipment expended. 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.

Maintain 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

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## **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, including simple and complex hydraulic systems, welding, and fabrication; Structural design and metallurgy relating to the repair, modification, installation, and fabrication needs of vehicles and equipment; Simple and complex automotive diagnostic equipment; Hand, power, and shop tools and electrical/electronic instruments (such as diagnostic scopes, gas analyzers, dynamometers, and multimeters) commonly used in the trade; Shop mathematics; Personal computers and the Internet; Safe work practices, methods, and regulations pertaining to the repair of fleet vehicles and equipment

**Skilled in** – Diagnosing and repairing a wide variety of diesel and gasoline –powered vehicles and equipment, including computer and electronic sensor systems. Reading and interpreting complex maintenance manuals and regulations. Conducting effective and timely maintenance on automotive and other mechanical systems. Compiling and preparing clear and concise reports; and organizing and maintaining accurate records and files documenting installations and repairs for job costing/recharge purposes. Organizing and prioritizing assigned work. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with the public and City employees. Using initiative and making sound and independent judgments within established parameters and guidelines. Respond effectively to oral as well as written instructions.

**Ability to** - Estimate materials needed, and estimate cost of materials and time of repair and installation activities. Read, interpret and prepare detailed schematics, and specifications. Communicate clearly and concisely in oral and written English. Prepare clear and concise reports, correspondence, and other written materials. Follow oral and written instructions. Operate a personal computer and related Window-based applications programs.

**Licenses and Certificates** – Possess a Class B California Driver License, or obtain one within 6 months of employment in or appointment to the classification. A General Public Paratransit Vehicle Inspection Certificate, Biennial Inspection of Terminal Certificate, and an Air Brake Inspection and Adjustment Certificate are 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.

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**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** –Four years of journey-level experience in the maintenance and repair of automotive, motorized equipment, and mechanical systems, plus three years technical training or 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. Possession of an Associates Degree or two full academic years of attendance at an accredited college or university with major work in automotive or mechanical engineering, mechanical maintenance technology, or a related field, is desirable.

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**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

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Date