

## **EQUIPMENT MECHANIC I/II**

### **DEFINITION**

Under direct or general supervision, repairs, services, and performs major and minor repairs to City automobiles, trucks, tractors, and other power driven equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Senior Equipment Mechanic. May exercise technical and functional direction over assigned staff.

### **CLASS CHARACTERISTICS**

Equipment Mechanic I: This is the entry-level class in the Equipment Mechanic series. This class assists in the preventive maintenance, troubleshooting, service and repair activities on a range of light and heavy City vehicles, public safety vehicles and equipment, and construction and maintenance equipment. This class is alternately staffed with Equipment Mechanic II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Equipment Mechanic II: This is the journey-level class in the Equipment Mechanic series. This class independently performs the full range of preventive maintenance, troubleshooting, service and repair activities on a range of light and heavy City vehicles, public safety vehicles and equipment, and construction and maintenance equipment. This class is distinguished from the Senior Equipment Mechanic by the latter's broader responsibility for oversight of all shop operations and performance of the most complex repair work. It further differs from other public works maintenance classes by the specialized knowledge and skill required for maintenance of rolling stock and associated power equipment and tools.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Inspects automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Performs general overhaul and repair work on gasoline, diesel and propane powered, as well as electrical engines such as automobiles, trucks, tractors, and other automotive and mechanical equipment.

- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses, belts and alternators.
- Repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Installs highly technical electronic equipment, including radios, computers, scanners, audio and video equipment, and emergency lights in Police and Fire emergency vehicles.
- Performs preventive maintenance work on vehicles including lubrication and oil changes.
- May work with Parts Specialist to locate and obtain the appropriate tools, parts, and equipment needed to repair City vehicles in a timely manner.
- Maintains records on maintenance and repair work performed; may drive equipment as necessary.
- Performs repair work on other City equipment and systems as necessary.
- Cleans and maintains the garage area and equipment.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques, methods, materials, tools and equipment used in the overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered automobiles, trucks and construction equipment.
- Operation, maintenance and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
- Automotive and equipment servicing and preventive maintenance practices.
- Basic troubleshooting and repair estimation principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and fleet record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Equipment Mechanic II, in addition to above:**

- Principles and practices of repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered, as well as electrical equipment, and relevant codes and regulations relating to this function.
- Basic welding and fabricating.

**Skill in:**

- Servicing and performing preventative maintenance and repair on a variety of automobiles, trucks and heavy construction equipment.
- Operating, maintaining and calibrating a variety of hand, power and shop tools related to the trade.
- Identifying and implementing effective course of action to complete assigned work.
- Reading and interpreting instruction manuals and diagrams.
- Using various hand and power driven shop tools.
- Reading and interpreting, manuals, specifications and drawings.
- Practicing safe work habits.
- Maintaining clear and accurate records.
- Making accurate arithmetic calculations.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Equipment Mechanic II, in addition to above:**

- Diagnosing and repairing a variety of mechanical and electrical problems of gasoline and diesel-driven equipment.
- Reading and comprehending schematics, fabricating special bodies, parts and essentials as necessary.
- Locating and diagnosing engine and other operating defects; using electronic and mechanical shop diagnostic equipment.
- Making extensive repairs of motors, transmissions, differentials, chassis parts, and electrical, fuel, ignition, cooling, steering, hydraulic and air systems, including proper testing and adjustments.
- Operating a wide variety of power and hand tools in a skillful manner.
- Accurately estimating time, materials and supplies necessary to complete repairs.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equipment Mechanic I/II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Equipment Mechanic I: One (1) year of responsible experience performing routine repair of automobiles, trucks, or power driven equipment.

Equipment Mechanic II: In addition to above, two (2) years of responsible experience performing duties similar to the Equipment Mechanic I with the City of Rocklin.

**License:**

Equipment Mechanic I:

- Valid California class A driver's license within a timeframe specified by the City.

Equipment Mechanic II:

- Valid California class A driver's license with satisfactory driving record.
- ASE master certification in both automobiles and trucks is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach and climb to perform work; lift, move, and carry materials and equipment weighing up to 70 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

**WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments. This class is subject to random drug testing in accordance with Department of Transportation guidelines.

**FLSA STATUS:** Non-exempt