

## **EQUIPMENT MECHANIC I/II**

Salary Ranges: 19/24 (Public Service Salary Schedule)

### **DEFINITION**

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

### **DISTINGUISHING 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 requires specialized knowledge and skill required for maintenance of rolling stock and associated power equipment and tools.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents receive direct or general supervision from the Fleet Services Supervisor, and may exercise technical and functional direction over assigned staff.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

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

- 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.

### **EMPLOYMENT STANDARDS**

#### **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 the public and City staff, in person and over the telephone

#### **Equipment Mechanic II, in addition to the 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

#### **Ability to:**

- Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and heavy construction equipment
- Operate, maintain and calibrate a variety of hand, power and shop tools related to the trade
- Identify and implement an effective course of action to complete assigned work
- Read and interpret instruction manuals and diagrams
- Use various hand and power driven shop tools
- Read and interpret, manuals, specifications, and drawings
- Practice safe work habits
- Maintain clear and accurate records

- Make accurate arithmetic calculations
- Organize own work, set priorities, and meet critical time deadlines
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work

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

- Diagnose and repair a variety of mechanical and electrical problems of gasoline and diesel-driven equipment
- Read and comprehend schematics, fabricating special bodies, parts and essentials as necessary
- Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment
- Make extensive repairs of motors, transmissions, differentials, chassis parts, and electrical, fuel, ignition, cooling, steering, hydraulic and air systems, including proper testing and adjustments
- Operate a wide variety of power and hand tools in a skillful manner
- Accurately estimate time, materials, and supplies necessary to complete repairs
- Meet the physical requirement necessary to safely and effectively perform the assigned duties

#### **Minimum Qualifications**

*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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and one (1) year of responsible experience performing routine repairs of automobiles, trucks, or power driven equipment.

#### Equipment Mechanic II

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and two (2) years of responsible experience performing duties similar to the Equipment Mechanic I with the City of Rocklin.

#### **GENERAL QUALIFICATIONS**

#### **License Requirements**

##### Equipment Mechanic I:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A valid California Class A driver license with a tanker endorsement is required within twelve (12) months of appointment.

**Equipment Mechanic II:**

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A valid California Class A driver license with a tanker endorsement is required within twelve (12) months of appointment.
- An ASE master certification in both automobiles and trucks is desirable.

**Physical Requirements**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; operate a motor vehicle and drive on surface streets in order to identify mechanical issues, identify and locate parts and repair tools/equipment, 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; hearing and speech to communicate in person and over the telephone; ability to walk and work on slippery or uneven surfaces; ability to bend, stoop, kneel, reach, and climb to perform work; lift, move, and carry materials and equipment weighing up to 70 pounds.

**Working Conditions**

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

**FLSA: NE**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: July 2007*

*Revised: January 2017*