

**City of San Rafael
Job Class Specification**

Job Title: Supervising Vehicle Equipment Mechanic

SUMMARY

Under general supervision, to lead and perform preventive maintenance, skilled repairs, and outfitting the City vehicles and light to heavy trucks and equipment; and to perform related work as required.

CLASSIFICATION CHARACTERISTICS:

The Supervising Vehicle/Equipment Mechanic is a lead worker in the mechanic classification series, assisting in supervision of the equipment shop, and performing skilled repair, modification, and maintenance of a variety of automotive, maintenance, and construction equipment. This class is distinguished from the Equipment Shop Supervisor in that the Supervisor has full supervisory responsibility for shop personnel and activities, whereas this classification primarily performs the same work as journey level mechanics, and assists in supervision.]

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads and performs preventive maintenance, skilled repairs, and outfitting of City vehicles and light to heavy-duty trucks and equipment.
- Assists in setting priorities and assigning work; and supervises the Equipment Shop daily outside of the supervisor's shift.
- Oversees others on jobs requiring more than one person.
- Trains new Vehicle/Equipment Mechanics.
- Summarizes and verifies employee hours worked to prepare timesheets for payroll processing.
- Researches parts and equipment in catalogues, orders parts and materials required for service and repairs, reviews orders received, and confirms receipt for payment of vendor invoices.
- Operates computer to summarize fuel usage and mileage by type and account.
- Road tests, inspects and troubleshoots automotive, and light and heavy-duty trucks and equipment to assess their condition and determine needed repairs.
- Tunes, repairs and may perform overhaul of gasoline and diesel engines.
- Outfits new equipment such as Police vehicles for City service.
- Adjusts, repairs, replaces and/or rebuilds carburetors, fuel injection systems, and other fuel system components.
- Installs, troubleshoots, adjusts, replaces components, and rewires ignition, signals, lights, and electrical controls.
- Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, loaders, booms, and lifts, and prepares cylinders for precision grinding.
- Adjusts, disassembles, and repairs or rebuilds drum and disk braking systems, valves, master cylinders, and pneumatic or other hydraulic controls.
- Repairs and replaces suspension and steering components.
- Adjusts, repairs, overhauls, or prepares for job shop automatic and manual transmissions, power take off drives, and related drive train components.
- Uses welding and cutting equipment to make repairs or modify equipment.
- Performs related duties as required.

KNOWLEDGE OF:

- Job estimating and parts ordering
- Principles of supervision

- Principles, practices, methods, tools and materials used in the maintenance and repair of automobiles, light, and heavy-duty trucks and construction equipment, including hydraulics
- Principles and practices of gasoline and diesel engine maintenance and repair
- Use, adjustment, and care of test equipment and hand and power tools common to the trade
- Mathematical calculations required in mechanical work
- Safe working practices

ABILITY TO:

- Prioritize and assign work.
- Keep accurate records and reports of work performed.
- Understand and follow oral and written instructions.
- Communicate effectively with equipment users and other shop personnel.
- Read and interpret repair manuals and schematic diagrams.
- Troubleshoot, diagnose, test, repair and perform preventive maintenance to gasoline and diesel powered automotive and construction and maintenance equipment.
- Test, make repairs to, and perform preventive maintenance on transmissions and fuel, ignition, electrical, electronic, steering, suspension, hydraulic, pneumatic, braking, coolant, air conditioning, power take off drives, large transmissions, and other systems.
- Operate welding equipment and a variety of power tools.
- Lift and maneuver heavy parts and equipment.
- Work out of doors in inclement weather and in tight or confined conditions.
- Stoop, crawl, and work prone to reach work.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skill, and ability outlined above is: Graduation from high school or equivalent; completion of an apprenticeship or other training and education leading to status as an equipment mechanic, and two years of experience in the repair and maintenance of automotive, light, and heavy construction and maintenance equipment.

SPECIAL REQUIREMENTS:

Must possess a valid California Class "B" driver's license and have a satisfactory driving record. Must possess or be able to obtain required mechanic's hand tools. Incumbents assigned to this job classification are subject to department of Transportation's Drug and Alcohol Regulations.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions and frequently works in indoor conditions. The employee occasionally works near video display. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt
Prepared By: Nash and Company, Inc.
Prepared Date: January 2001
Approved By: City of San Rafael
Approved Date: October 2001