

**City of San Rafael
Job Class Specification**

Job Title: Vehicle/Equipment Mechanic I/II

SUMMARY

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

CLASSIFICATION CHARACTERISTICS:

Mechanic I is the entry and first working level of the mechanic classification series. Incumbents at this level initially perform simpler repairs and preventive maintenance, and learn under supervision to perform more complex and difficult repair and maintenance. Incumbents normally advance to the Mechanic II level after three years of successful performance at the I level, and demonstrating proficiency for performing II level work.

Mechanic II is the journey level of the mechanic classification series, capable of the full range of mechanical, electrical, hydraulic, pneumatic, gasoline and diesel repair and maintenance required for all City vehicles and equipment.

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

- Road tests, inspects and troubleshoots automotive, and light and heavy duty trucks and equipment to assess their condition and determine repairs.
- Tunes, repairs and may perform limited overhaul of gasoline and diesel engines.
- Fabricates special parts and 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, repairs, and rewires, electrical components, such as ignition, signals, lights, and electrical controls, including computer controlled components.
- 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, differentials, power take off drives, clutches, and related drive train components.
- Uses welding and cutting equipment to make repairs or modify equipment.
- Assists other Mechanics or oversees others on jobs requiring more than one person.
- Orders materials and supplies required for maintenance and repair work.
- Keeps records of work performed, time and materials used by job.
- Performs on-site field repairs to stationary or disabled equipment.

KNOWLEDGE OF:

Level I:

- Tools and equipment used in basic servicing and repair of automotive equipment
- Use, adjustment, and care of basic hand and power tools common to the trade
- Safe working practices

Level II: In addition to the qualification of the I:

- 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

SKILL IN:

Level I:

- Performing basic maintenance and repairs on automotive equipment
- Keeping accurate records and reports of work performed.
- Understanding and following oral and written instructions.
- Communicating effectively with equipment users and other shop personnel.
- Reading and interpreting repair manuals and schematic diagrams.

Level II: In addition to the qualifications of the I:

- Troubleshooting, diagnosing, testing, repairing and performing preventive maintenance to gasoline and diesel powered automotive and construction and maintenance equipment.
- Testing, troubleshooting, making repairs to, and performing 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 automotive and equipment systems.
- Operating computerized diagnostic, testing, and troubleshooting equipment.
- Operating welding equipment and a variety of power tools.

ABILITY TO:

Level I only:

Learn the operating principles, methods and materials, and skillful performance of troubleshooting, diagnosing, testing, repairing, performing preventive maintenance, modifying, and overhauling gasoline and diesel powered automotive, and light to heavy-duty equipment.

EDUCATION AND/OR EXPERIENCE:

A typical way of gaining the knowledge, skill, and ability outlined above is:

Level I:

Three years of experience comparable to the Equipment Service Attendant classification at the City of San Rafael, and sufficient coursework and training to demonstrate attainment of the required knowledge and skills.

Level II:

Completion of an apprenticeship or other training and education leading to journey-level status as an equipment mechanic, and one year of experience in the repair and maintenance of automotive, light, and heavy construction and maintenance equipment;

OR

Three years of experience comparable to the Vehicle/Equipment Mechanic I at the City of San Rafael.

OTHER REQUIREMENTS:

Level I must obtain a Class B License within one year of employment as a condition of employment. Level II 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.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. 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 frequently exposed to moving mechanical parts and outside weather conditions. The employee occasionally works in indoor conditions. The noise level in the work environment is usually loud.

Hazards:

Hazards are moderate, fairly predictable and protected against. Hazards are substantial and there is a regular high and real risk of serious injury.

FLSA Status: Non-exempt
Prepared By: Nash and Company
Prepared Date: January 2001
Approved By: City of San Rafael
Approved Date: October 2001
Revised Date: November 8, 2017
Approved by: Stacey Peterson