

MECHANIC/MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of skilled and semi-skilled repairs, services, and maintenance to City automobiles, trucks, tractors, and other power driven equipment; performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including facilities, streets, utility systems, parks, grounds, buildings, and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a fully experienced class that 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. Responsibilities also include ensuring that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. This class is distinguished from other 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.

- Performs skilled and semi-skilled mechanical maintenance and repair work on City vehicles and rolling stock, including automobiles, trucks, construction equipment, paratransit vehicles, fire apparatus and equipment, landscape maintenance equipment, and smaller hand tools and equipment.
- 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 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.
- Uses welding equipment to fabricate and repair parts and equipment.
- Repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Performs preventive maintenance work on vehicles including lubrication and oil changes.
- Road tests vehicles, trucks, and heavy equipment; makes emergency repairs in the field as required.
- Maintains records on maintenance and repair work performed.

- Performs repair work on other City equipment and systems as necessary.
- Cleans and maintains the garage area and equipment.
- Performs a wide variety of construction, installation, maintenance, and repair work on City streets, utility systems, parks, grounds, buildings, facilities, and equipment; provides limited scope electrical, plumbing, painting, and carpentry work; assists in the performance of utility maintenance, including water systems, fire hydrants and wastewater system equipment.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City infrastructure.
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, repairing, and reconstructing streets.
- Performs a variety of duties in the maintenance of storm drain structures to ensure efficient drainage.
- Drives the street sweeper and performs limited service and repairs on the sweeper.
- Maintains the interior and exterior of City facilities such as the Adobe House, including making repairs, and cleaning up vandalism.
- Orders materials from specified vendors as necessary to complete duties; requisitions materials and supplies from City stores for assigned projects.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of repair, overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered equipment, and relevant codes and regulations relating to this function.
- 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.
- Maintenance principles, practices, tools, and materials for maintaining storm drain systems, streets, including traffic signs, street marking, and asphalt and concrete repair; and parks, including landscape construction, street tree maintenance, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- Basic traffic control procedures and traffic sign regulations.
- Safe work methods and safety practices pertaining to the work
- 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.

Ability to:

- Diagnose and repair a variety of mechanical and electrical problems of gasoline and diesel-driven equipment.
- Read and comprehend schematics, fabricate 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, electrical, fuel, ignition, cooling, steering, hydraulic, and air systems, including proper testing and adjustments.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and heavy construction equipment.
- Perform construction, modification, maintenance, and repair work on streets, facilities and equipment, parks, landscapes, and street trees such as found in the City.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- 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.

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:

Equivalent to the completion of the twelfth (12th) grade, and three (3) years of responsible experience in the maintenance, servicing, and repair of light to heavy vehicles and equipment, as well as public works maintenance experience.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid California Class A or B driver's license with satisfactory driving record is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard shop setting or in the field; 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, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand

and power tools and construction equipment; 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. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop or in the field, 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 and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.