



## Job Description

<b>Title: Maintenance Mechanic</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created:</b>
<b>Supervisor: Director of Public Works</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: Public Works</b>	<b>Bargaining Unit: Public Works</b>	<b>Approved:</b>

### JOB SUMMARY:

Under the direction of the Director of Public Works, perform semi-skilled and skilled work in the maintenance of City vehicles and mechanical equipment; perform required inspections, preventive maintenance and servicing of vehicles and assigned equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of semi-skilled and skilled work in the maintenance of City fleet vehicles and mechanical equipment including preventive maintenance duties for various City vehicles and mechanical equipment; arrange to have services conducted by a contractor as necessary.
- Ensure assigned duties are performed in compliance to appropriate safety and security standards, laws, codes and regulations.
- Conduct inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement; perform hazardous waste inspections according to established procedures.
- Test, service and repair vehicles and mechanical equipment, including adjusting or replacing units and related parts as assigned.
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.
- Cut and weld metal; operate related welding equipment; perform body repair, touch-up and related work as assigned.
- Change, repair and balance tires.
- Provide emergency field assistance to disabled equipment and vehicles as needed.
- Prepare and maintain records and reports related to assigned activities including specialized records of vehicle and equipment maintenance as assigned; prepare and maintain a hazardous waste manifest according to established procedures.
- Assist with developing shop procedures for the maintenance and repair of vehicles and mechanical systems.
- Assist with regulating the fuel card and fuel stations according to established procedures.
- Operate a variety of diagnostic instruments; operate a variety of hand and power tools, electric and air-driven tools; operate a computer and assigned software; drive a vehicle to conduct work.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order and receive materials and equipment as needed.
- Communicate with other maintenance staff, personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintain shop and work areas in a safe, clean and orderly condition.

### OTHER DUTIES:

- Perform related duties as assigned.
- May provide assistance to other departments as assigned by the position.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical

demands 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.

**Knowledge of:**

- Practices, methods, materials and tools used in modern equipment and vehicle maintenance.
- Automotive mechanics including gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding.
- Hazards and safety precautions common to municipal maintenance and repair activities.
- Grades of quality relating to materials and equipment associated with assigned activities.
- Diagnostic procedures for vehicles and equipment.
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Proper methods of storing equipment, materials and supplies.
- Preventative maintenance practices.
- Shop math applicable to vehicle maintenance.
- Technical aspects of field of specialty.
- Oral and written communication skills.
- Record-keeping techniques.
- Health and safety regulations.
- Proper lifting techniques.

**Ability to:**

- Operate computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Make adjustments, perform tune-ups and maintain vehicle parts, systems and equipment.
- Diagnose and repair mechanical and electrical malfunctions.
- Perform required inspections, preventive maintenance and servicing of vehicles and assigned mechanical equipment.
- Operate a computer and assigned software.
- Learn, interpret and apply State regulations and other requirements for maintenance of designated vehicles.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Interpret and apply applicable laws, codes, rules and regulations.
- Estimate materials and supply needs.
- Operate a variety of hand and power tools including welding equipment.
- Maintain a variety records related to work performed.
- Observe health and safety regulations.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Three years of experience as a mechanic working with automobiles or mechanical equipment.
- Completion of an approved apprenticeship program in automotive repair or a related field is preferred.

**Licenses, Certifications and other Requirements:**

- Valid California Class C driver's license.
- Incumbents may be required to obtain valid ASE Certification(s) within a designated probationary period.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Vehicle repair shop environment.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust, odors and oil/grease.

**Physical Demands:**

- Dexterity of hands and fingers to operate specialized equipment.

- Seeing to perform inspections and repairs.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Sitting and standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.

**Hazards:**

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Working from heights
- Exposure to loud noise.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.