



City of Livingston

Employment Opportunity MAINTENANCE MECHANIC

Full Time

Public Works Department

\$3,829 to \$4,654

DEFINITION: To perform semi-skilled and skilled work in the maintenance of City vehicles and mechanical equipment.

EXAMPLE OF DUTIES: Depending upon assignment, duties may include, but are not limited to, the following:

- Plans, performs, and evaluates preventive maintenance schedules for all City vehicles and mechanical equipment, or arranges to have these services conducted by a contractor.
- Conducts analyses and inspections of vehicles and mechanical systems to determine the most cost effective means of maintenance, repair, or replacement.
- Operates a variety of diagnostic instruments and hand, electric, and air-driven tools.
- Tests, services, and repairs vehicles and mechanical equipment, which may require adjusting or replacing units and related parts.
- Cuts and welds metal and performs body repair, touch up, and related work.
- Changes, repairs, and balances tires.
- Provides emergency field assistance to disable equipment and vehicles as needed.
- Maintains records and prepares reports and other specialized maintenance records of vehicles and maintenance equipment.
- Develops shop procedures for the maintenance and repair of vehicles and mechanical systems.
- Purchase equipment, parts, and supplies used for vehicles and mechanical systems.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs related duties as assigned.
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QUALIFICATIONS

Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. Requires a High School diploma or equivalent to, and three (3) years of experience as a mechanic of automobile or mechanical equipment.

License or Certificate: Possession of a valid California driver's license is required. Must have a certification in automotive repair and service industry.

Knowledge, skills and abilities: Must have knowledge related to automotive mechanics, which includes gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; grades of quality of materials and equipment; and hazards and safety precautions common to municipal maintenance and repair activities. Must have the ability to operate motorized vehicles for mechanical testing purposes; power tools, hand tools, and equipment for vehicle and mechanical system work, which may include jacks, hydraulic lifts, air tools, and other tools required for minor/major repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; and personal computer, calculator, telephone, and/or portable radio. Establish and maintain effective maintenance programs, policies, and procedures; carry out assigned projects to their completion; and communicate effectively both verbally and in writing and read, write, and speak English at a level necessary for satisfactory job performance. Establish and maintain effective working relations with City staff, outside organizations, and the public.

SELECTION PROCESS: All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Oral interviews will be conducted for the selection process. All interested applicants are required to submit an original City application to the Personnel Department, City of Livingston, 1416 C Street, Livingston, CA 95334.

APPLICATIONS AVAILABLE: On the City's website at www.livingstonscity.com or call the City of Livingston Personnel Department at (209) 394-8041 extension 114.

POSTMARKED AND FAX APPLICATIONS WILL NOT BE ACCEPTED
ONLY ORGINIAL APPLICATIONS WILL BE ACCEPTABLE

SPECIAL EMPLOYMENT CONDITIONS

All part-time/hourly employees are considered at-will and are eligible for participation in the City's fringe benefit package at the cost to the employee. Part-time/hourly employees are required to participate in the Medicare and Social Security programs.

FRINGE BENEFITS

- CalPERS 2% @ 55 Classic Members (city paid employee's share)
- CalPERS 2% @ 62 – New Members/PEPRA
- Health Benefits – For employee and family, \$50 monthly premium contribution and \$37 monthly administrative fee paid by employee. Effective July 1, 2014 premium contribution will increase to \$100 per month.
- Group Life Insurance and Accidental Death and Dismemberment Plan – 100% paid by employer for employee only
- 5% Bilingual pay incentive and 5% Biliterate pay incentive.
- Vacation (80 hours accrued during first year)
- 12 holidays plus 16 hours floating holiday
- Sick leave (96 hours per year)
- Long Term Disability Insurance
- Employee Assistance Program
- 457 Deferred Compensation Program available
- The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

ABOUT THE CITY

Livingston is a City on the move and is in a period of transition and transformation due to new residential and commercial development. The community is rapidly becoming a premier ethnically diverse, residential, commercial and industrial center in Merced County and the Central Valley. It is strategically located along Highway 99, one of California's major freeway arteries and is just two hours from San Francisco, the Pacific Coast and the majestic Sierra Nevada Mountains. Its economy is intertwined with the economy of Merced County which is enjoying an industrial renaissance that has brought approximately 3,000 new jobs with an estimated impact of \$100 million into the County within the past two years. In addition, Merced was selected in 1995 to be the site of U.C. Merced (the 10th campus in the University of California system). The university will eventually be home to over 20,000 students.

Although agriculture will continue to play a major role in the community, Livingston is a community in transition and transformation driven by new commercial and residential developments. Livingston's two major interchanges on Highway 99 will be the major economic development drivers in the future. An additional interchange at Sultana Avenue is under construction and will eventually be in the City. During the past year, Kragen Auto Parts, Subway Sandwich, and Little Caesars Pizza have located along the freeway. Travel Centers of America has broken ground on a major truck stop at the Winton Parkway Interchange. Livingston Commons, a new shopping Center, will provide 114,639 square feet of retail space for residents and freeway travelers. The proposed development will shortly go to the Planning Commission.

THE CITY GOVERNMENT

The City of Livingston was incorporated on September 11, 1922 under the laws of the State of California. The City is a general law City and as such draws its authority from the California Constitution and the laws of the State of California enacted by the State Legislature. The City has a Council/Manager form of government. Under this municipal governmental form, the citizens elect four members of the City Council for four-year overlapping terms and a Mayor (who is also considered a City Councilmember) for a two-year term. City Council members choose the mayor pro tempore from among themselves. The City Manager is appointed by the five-member City Council by majority vote and serves at the "pleasure" of the governing body. He acts as the City's chief executive officer as well as its budget and financial officer.

The City Manager implements the legislative policies of the City Council, manages the day-to-day operations of the City and is responsible for efficient and effective delivery of municipal services. In his capacity, he works with the City Council on strategic planning, policy development, ordinance preparation and goals and objectives for the organization. He implements the decisions of the City Council and is responsible for all aspects of the City's financial administration and personnel administration. The City Manager oversees the work of all staff members, consultants and City departments.

The City provides police, fire, water, sewer, storm drainage sanitation, street construction and maintenance, community development, redevelopment, building inspection, economic development and general administrative services to the citizens of Livingston.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Livingston makes reasonable accommodations for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Personnel Department of the City of Livingston in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

BACKGROUND CHECK

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination. The provisions of this bulletin do not constitute expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND DISABLED INDIVIDUALS
ARE ENCOURAGED TO APPLY
THE CITY OF LIVINGSTON IS A DRUG-FREE WORKPLACE**