

## **MECHANIC**

### **Definition:**

Under various levels of supervision, repairs, services and maintains automobiles, power tools, trucks, tractors, motor sweepers and various heavy and light equipment power driven machinery and performs related work as required.

### **Class Titles**

**Mechanic I**  
**Mechanic II**

### **Essential Duties and Responsibilities:**

The essential duties and responsibilities of the series include the following:

Repairs, adjusts, cleans and overhauls gasoline, diesel and alternative fuel vehicles and equipment.

Repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps.

Fits and adjusts bearings, installs axles, fits pistons and rings and straightens and aligns frames, axles and wheels.

Adjusts door latches and locks, installs and adjusts electrical system components, air conditioning systems, brakes and ignition systems.

Diagnoses electronic automotive computers.

Diagnoses vehicle trouble codes using a scanner.

Performs a variety of welding tasks to include acetylene welding, soldering and brazing.

Operates a variety of shop equipment related to assigned duties.

Cleans and maintains tools and work area.

Maintains a variety of routine records.

Performs preventative maintenance and other inspections.

Repairs or replaces tires.

Drives/operates a variety of City vehicles.

Performs smog inspections.

May assist higher level mechanics.

**Other Duties and Responsibilities:**

Performs metal fabrication tasks.

Performs other projects/tasks as assigned.

**Class Characteristics:**

Mechanic I is the multi-incumbent entry-level class in the series. Incumbents work under close supervision and perform the less complicated repairs and adjustments. Mechanic II is the multi-incumbent journey level class in the series. Incumbents work with greater independence than Mechanic Is, and are assigned the more complicated repairs and adjustments. Both classes perform the full range of duties. As the level of knowledge and experience increase, a Mechanic I may be reassigned to a Mechanic II.

**Contacts and Relationships:**

Contact is established and maintained with other Fleet Division staff in the Maintenance Services Department and City vehicle users.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of the series are as follows:

**Knowledge of:**

Tools, equipment and procedures involved in the diagnosis, maintenance and repair of engines and other power driven equipment.

Fuel, ignition, cooling, air conditioning, mechanical and electrical systems and air brake systems.

Operation and maintenance of internal combustion engines.

Operation and use of hydraulic and pneumatic equipment.

Small equipment to include chain saws, mowers and hand tools.

Safety precautions and practices necessary when working with power driven and garage equipment.

Diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters.

Computer applications as they relate to area assigned.

Arc welding techniques.

**Ability to:**

Read and write at the level required for successful job performance.

Read and understand electrical wiring and hydraulic schematics.

Make repairs to power driven equipment.

Request parts as appropriate for the performance of needed repairs.

Understand and carry out oral and written directions independently.

Communicate effectively orally.

Complete forms and transfer data from one form to another.

Establish and maintain effective relationships with those contacted in the course of work.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Mechanic I: One year of vocational training in engine and/or automobile maintenance.

Mechanic II: Two years of vocational training in engine and/or automobile maintenance.

**AND**

**Experience:**

Mechanic I: One year of experience in the mechanical repair of automotive equipment.

Mechanic II: Five years of experience in the mechanical repair of automotive and power driven equipment.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an open automotive shop environment. Incumbents are exposed to the elements, the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents drive/operate City vehicles/equipment, assist in the testing of and are exposed to a wide variety of automotive equipment and hand and power tools. Incumbents must be able to

meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Special Requirements:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position.

Shift work is required and incumbents are subject to overtime.

Mechanic I: Possession of a basic set of mechanic's hand tools.

Mechanic II: Possession of a complete set of mechanic's hand tools.

Some positions may come under State of California Department of Transportation regulations and/or testing guidelines.

**Other:**

Possession of or ability to obtain Level I and II Certifications as a Master Mechanic as issued by the State of California is preferred but not required.

Possession of or ability to obtain Automotive Service Excellence Certifications for heavy and/or light duty vehicles is preferred but not required.

**Fair Labor Standards Act Designation:** Non-exempt.

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