



CITY OF LAKEPORT

EQUIPMENT MECHANIC I AND II

Job Description

DEFINITION

Under general supervision, performs a variety of general, skilled or semi-skilled duties in the servicing, repair, and adjustments of automobiles, trucks, construction equipment, and other related equipment powered by gasoline and diesel fuel; performs fabrication projects; performs related work as assigned.

CLASS CHARACTERISTICS

Equipment Mechanic I: This is the entry level class in the equipment mechanic class series. Incumbents work under close supervision and in a training capacity and learn to perform the duties of a journeyman level Equipment Mechanic.

Equipment Mechanic II: This is the journeyman level equipment mechanic class. Incumbents are expected to perform assigned activities without detailed instruction as to specific procedures to be followed. Positions in this class may also be expected to assist in the training of less experienced personnel.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Inspects and locates mechanical defects in a wide variety of vehicles and construction equipment; diagnoses trouble and determines the extent of necessary repairs.

Performs mechanical repairs; disassembles, repairs, and replaces worn parts; installs new parts, and adjusts belts and brakes, replaces water and fuel pumps, carburetors and fuel injectors, governors, starters, alternators, motors, clutches, differentials, steering components and other related items.

Tunes up engines, takes compression tests; repairs standard and electronic ignition systems and adjusts timing and valves; replaces or adjusts emission control systems; installs new or rebuilt engines.

Performs tire maintenance and wheel balancing; repairs or replaces exhaust systems, ignition and door locks, window vents and regulators, and dash gauges.

Overhauls hydraulic, booster, and vacuum systems; rewires and reconditions electrical systems.

Services, repairs, and maintains power lawn mowers, small gasoline engines, pumps, chainsaws and miscellaneous equipment and tools.

May use arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; performs basic body repair work and machine shop work; fabricates special construction and maintenance equipment.

Keeps records of time, materials, parts, and work performed; orders supplies, materials, parts, and equipment; makes recommendations on the need to replace equipment or vehicles.

Coordinates the scheduling and completion of maintenance and repair work by determining operational priorities and resolving workload conflicts; conducts inspections of large trucks for Department of

Transportation BIT Program and Air Quality CARB Program.

Develops and implements programs relative to the preventive maintenance and repair of equipment and vehicles; inspects equipment and vehicles to assess the extent and cost of needed repair; establishes and maintains a variety of records regarding vehicle and equipment services and repairs.

Requests the purchase of parts, equipment, and supplies; supervises the control of parts, equipment, and supplies inventory; coordinates the procurement of various parts, equipment, and supplies for other public works divisions; prepares purchase order requests, writes specifications for new equipment and vehicles, and obtains price quotations; ensures that inventory is maintained at levels adequate to meet equipment and vehicle maintenance and repair needs.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and

Equipment Mechanic I: one year of experience as an automotive service worker or equipment mechanic.

Equipment Mechanic II: three years of experience as an automotive service worker or equipment mechanic at Journeyman level.

Knowledge, Skills, and Abilities

Equipment Mechanic I: Working knowledge of techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, fuel injection systems, carburetors, and electrical systems; the theory, care, and operation of gasoline and diesel powered internal combustion engines and the mechanical components related to them.

The use, maintenance and repair of diagnostic equipment; tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment; Ability to diagnose mechanical troubles and determine appropriate repair work; repair and overhaul gasoline and diesel powered equipment and related components; preventive maintenance inspection methods. Understand and follow oral and written directions; prepare simple records such as completing work orders and logging completed work in individual vehicle folders; work safely.

Equipment Mechanic II: General knowledge of techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, fuel injection, carburetors, and electrical systems, hydraulic systems and components; maintenance; theory, care, and operation of gasoline and diesel powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment; advanced methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment; preventive maintenance inspection methods. Ability to diagnose mechanical troubles and determine appropriate repair or maintenance work needed; repair and overhaul gasoline and diesel powered equipment and related components with a minimum of supervision; understand and follow oral and written directions; prepare simple and complex records such as the BIT and CARB program; completing work orders and logging completed work in individual vehicle folders; work safely programs.

Special Requirements

Possession of or ability to obtain a Class A or B California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and

administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY II – MODERATE PHYSICAL EFFORT

DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

CHARACTERISTICS

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision and restraint of juveniles, etc.

OTHER FACTORS

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Color Vision: Ability to identify and distinguish colors

Distant Vision, Good: Without correction vision not less than 20/100 in each eye, which must correct to 20/30

Distant Vision, Excellent: Without correction vision not less than 20/20 in one eye and not less than 20/25 in the other eye.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

CLASS RANGE NO.	Level I – GU131
CLASS RANGE NO.	Level II - GU175
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	2/7/17
APPROVED BY:	