



EQUIPMENT MECHANIC

AGENCY/DEPARTMENT:
Public Works/Equipment Services

Approved By HR Director: *Linda Muller*
Date Approved: 2-28-06
Date of Last Revision: 01/03/2005

Reports to: Lead Mechanic
Supervises: N/A
Conflict of Interest Code Filer:

JOB SUMMARY: Under moderate supervision, performs skilled and semi-skilled diagnosis, maintenance, and repair work on City automobiles, light duty trucks, and light field equipment; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The Equipment Mechanic class primarily performs repair work on automobiles and light- to medium-duty vehicles. It is distinguished from the Equipment Service Technician by the latter's responsibility for routine preventative maintenance activities. It is distinguished from the Senior Equipment Mechanic by the latter's responsibility for complex repair work of heavy duty vehicles and equipment, including hydraulic systems.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Reviews work orders and performs various tests to diagnose mechanical failure of engines, transmissions, differentials, brakes, pumps, electrical systems, instrumentation, emission control devices, cooling systems, and fuel injection systems.
2. Overhauls and repairs engines and transmissions, including replacement of valves, pistons rings, main bearings, and crank shafts.
3. Performs major engine tune-ups involving testing, adjusting and/or replacement of fuel systems, spark plugs, and related equipment.
4. Repairs front suspension systems, including bushings, king pins, tie rods, and ball joints.
5. Utilizes gas and arc welding to perform minor body repairs and to fabricate special equipment such as shotgun rack and cage barriers on police vehicles.
6. Completes repair order records indicating task, hours expended, and cost of parts.
7. Cleans and maintains work areas.
8. Assists other mechanics in performing more difficult repairs.
9. May drive service vehicles and field equipment into and out of the service bays for maintenance work and to perform road test drives.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: One year in the diagnosis, repair and maintenance involving automobiles and light duty vehicles and equipment. Completion of vocational training programs in automotive or equipment maintenance and repair may substitute for experience.

KNOWLEDGE OF:

- Operating principles of gasoline engines and fuel injection systems.
- Mechanical tune-up, smog testing, and general repair and maintenance procedures and techniques.

- Mechanical and electrical systems.
- Overhaul practices related to transmissions, brakes and rear axles.
- Preventative maintenance procedures.
- Safety rules and precautions governing the operation and use of tools, vehicles and equipment, and proper procedures within work areas.
- Basic gas and arc welding techniques.
- Methods, tools, materials, equipment and procedures used in the diagnosis, overhaul, repair and adjustment of the components and operating systems of automobiles and equipment.

ABILITY TO:

- Skillfully use related equipment and tools including hydraulic and air jacks, tire mounting machine, brake lathe, steam cleaner, welding and brake lining equipment, electronic diagnostics equipment and measuring devices.
- Operate a variety of hand and power tools and equipment, such as tire changing equipment, grinding equipment, air impact guns and wrench sets, and air conditioning recycling equipment.
- Overhaul, repair, maintain and inspect automobiles and light duty vehicles and equipment.
- Inspect and perform preventative maintenance on heavy duty vehicles.
- Accurately diagnose the nature and causes of equipment problems and determine effective troubleshooting, repair, and maintenance procedures.
- Understand maintenance and troubleshooting procedures in vehicle specification manuals.
- Understand and follow oral and written instructions and safety rules and procedures.
- Complete basic work service records and time reports.
- Learn basic machining techniques.
- Communicate and work cooperatively with co-workers, supervisors, and departmental representatives.
- Provide own work tools to perform job assignments.

LICENSES:

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.
- Obtain a valid Class A CA drivers license within six months of appointment.

CERTIFICATIONS:

- Possession of or ability to obtain Air Conditioning Freon Recycling Certificate within six months of appointment.

SPECIAL REQUIREMENTS:

- May be required to work flexible shifts and hours.

DESIRABLE:

- Possession of one or more Automotive Service Excellent (ASE) Medium/Heavy Duty Truck certifications.

FLSA Exemption Status: Non-Exempt

Employee Unit: # 6, Miscellaneous Services

DOT Program Participant: Yes

Job Family: Equipment Services - Trades

Class Progression: Equipment Service Technician
 Equipment Mechanic
 Senior Equipment Mechanic
 Lead Mechanic