

## MECHANIC I

### **DEFINITION**

Under direct supervision, performs preventive maintenance and skilled repair and automotive service work to motor vehicles, diesel and gasoline-powered equipment; performs routine inspections, maintenance, and cleaning of motor vehicle fleet; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the mid-level classification in the Mechanic series in the Public Works Department working under the supervision of a Fleet Supervisor. This class is distinguished from Vehicle Service Worker by the increased level of skill, complexity and responsibilities in the performance of maintenance and repair to City-owned vehicles.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Completes maintenance functions to City vehicles and equipment; inspects motor vehicles for repair problems; performs general repairs on automotive vehicles and equipment, including mowers and golf carts; keeps records of work performed; uses generally accepted automotive environment tools and equipment to perform assigned work; lubricates vehicles; changes oil; repairs tires; maintains work area in a clean and neat condition; holds up tools or vehicle parts while lying on back underneath a vehicle; pushes, pulls, bends, twists, leans forward and sideways, stretches, reaches into and under, climbs up, crawls under equipment while carrying tools; maintains balance while on a ladder and working platforms; walks and climbs over equipment that may be slippery; holds parts steady; cuts straight line with a torch; threads nuts underneath equipment; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; operates City vehicles and equipment in a safe and efficient manner; utilizes computer software programs competently; routinely adheres to and maintains a positive attitude and performs related work as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** - High School Diploma, or GED equivalent, and two years of experience in general motor vehicle maintenance work, including one year in preventive maintenance, inspection, and repair of gasoline or diesel engines and motor vehicles and equipment.

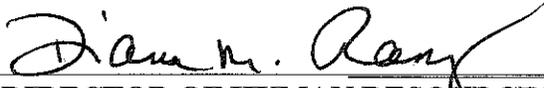
**Knowledge & Abilities** - Knowledge of: the techniques, materials, methods, tools and equipment used in performing preventative maintenance, inspection, and repair of gasoline engines, motor vehicles and equipment to include small powered equipment; the operation of internal combustion engines; basic methods, materials, and tools used in small equipment repair.

**Ability to:** service and make minor repairs to equipment; read and interpret pertinent laws, codes, safety orders, repair manuals; perform all tasks in accordance with applicable Federal and State safety standards; maintain time and material records on all completed work; utilize a computer and computer software; make or assist in making emergency field repairs to equipment and vehicles; handle multiple priorities; provide timely and courteous customer service; routinely adhere to and maintain a positive attitude; follow oral and written directions; lift up to 100 pounds on a regular basis; work cooperatively with supervisors, employees, and the public; operate City vehicles and equipment in a safe and efficient manner.

**Licenses and Certificates** - Must possess a valid California Class "C" driver's license and be able to obtain a valid Class "B" license within twelve months of employment.

**WORKING CONDITIONS**

Work is performed in a variety of environmental conditions, indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust some exposure to irritating chemicals. Physical demands require bending, stooping, and frequent heavy lifting of moderately heavy to heavy objects weighing up to 100 pounds; incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood; incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:   
DIRECTOR OF HUMAN RESOURCES

**DATE REVISED:** June 10, 2005

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Msantana/j.d.VMechanic I1-27-03R6-9-05