



JOB DESCRIPTION

Mechanic

Date Prepared: August, 2014

SUMMARY: Under general supervision, performs journey-level preventive maintenance and repairs to City vehicles, heavy equipment, power tools, and specialty support equipment.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform road tests and operate fleet assets to assess problems and identify necessary repairs; lubricate vehicles and equipment; repair and replace automotive, commercial, and equipment tires; refuel vehicles; steam clean engines; wash and detail vehicles and equipment.
- Perform major overhauls of gas, diesel, and CNG propane automotive, motorcycles, and heavy duty trucks and equipment, including drive train, steering, hydraulics, electrical, suspension, air, hydraulic and vacuum brake systems.
- Perform maintenance and repairs to CNG refueling stations, including valves, dispensers, o-rings, lines and fittings; perform scheduled maintenance; remove and replace compressors; respond to vehicle, equipment and fuel station breakdowns after normal working hours.
- May serve as a liaison with County staff regarding vehicle and equipment repairs and maintenance.
- Perform welding and fabrication work.
- Perform upfit/retrofit work, as necessary.
- Perform general and advanced diagnoses; make minor or major repairs to systems and components.
- Utilize computer software programs; maintain and updates records; maintain shop equipment and work areas.
- Read and interpret codes; order repair manuals.
- Pick-up and deliver replacement parts and components.
- Maintain time and maintenance records.
- Accurately applies correct diagnostic procedures; disassemble components, and repair/replace defective parts.
- Schedule and conduct vehicle inspections.
- Maintain shop inventory.
- Provide training and assistance to less experienced staff.
- Respond to non-duty emergencies.
- Perform all tasks in accordance with applicable federal and state safety standards.
- Communicate with manufacturers and vendors to research and order parts and locate repair information.
- Pick-up and deliver vehicles and equipment from/to repair vendors.
- Respond to dispatches for field work; respond to emergency field repairs.
- Attend safety meetings and technical training classes.

MINIMUM QUALIFICATIONS:**Education, Training and Experience Guidelines:**

High School diploma OR GED equivalent; AND four years of experience in the maintenance and repair of vehicles and heavy equipment within a municipal maintenance operation; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Principles and practices of vehicle and heavy equipment maintenance and repair methods and techniques.
- Principles and practices of the repair and maintenance and repair of mechanical, electrical, and computerized systems within vehicles and equipment.
- Automated work order systems, vehicle history records, and repair parts inventories.
- Federal motor safety regulations.
- Legal in service criteria for commercial vehicles.
- State Air Resource Board regulations and applicable air quality standards.
- Safe operation of heavy equipment.
- Hazardous materials.
- Safety practices and procedures.

Skill in:

- Provide efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organize and prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carry out oral and written instructions.
- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Electronic record keeping.
- Meeting deadlines.
- Reading and understanding technical manuals, blue prints, schematics, wiring diagrams, technical service bulletins, and parts catalogs.
- Using testing and measuring equipment.
- Using data resource and network-based support programs.
- Using shop equipment, including hand and power tools, and diagnostic equipment.
- Welding and fabrication.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, county officials and vendors; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Ability to obtain a Class "A" or Class "B" Commercial driver's license with tanker, air brake, and standard transmission, endorsements within nine months of hire (License requirement will be determined by the Fleet Supervisor).
- Forklift Operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in a variety of environmental conditions, indoors and out, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction, and have the ability to read printed material the size of typewritten characters, and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be able to lift heavy loads up to 75 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and 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. Incumbent must possess the stamina to work long hours and overtime, if necessary.

Department Head

Date

Personnel Officer

Date