



## JOB DESCRIPTION

### Senior Mechanic

**Date Prepared:** January, 2016

**SUMMARY:** Under limited supervision, performs advanced and journey-level preventive maintenance and repairs to City vehicles, heavy equipment, and specialty support equipment. Work responsibilities extend to serving as a liaison to City departments regarding service requests; performs other duties, as required.

**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:*

- Keep Lead Mechanic and Fleet Supervisor informed of all shop operations and events.
- Track all scheduled and unscheduled work on a daily basis.
- Perform major overhauls of gas, diesel, and Compressed Natural Gas (CNG) 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.
- Remove and replace compressors.
- Perform scheduled maintenance.
- Perform upfit/retrofit work, as necessary.
- Perform welding and fabrication work.
- Perform general and advanced diagnoses.
- Make minor or major repairs to systems and components.
- Utilize computer software programs.
- Maintain and update records.
- Maintain shop equipment and work areas.
- Perform all tasks in accordance with applicable federal and state safety standards.
- Read and interpret codes, orders, and repair manuals.
- May be required to pick up and deliver vehicles, equipment, replacement parts, and components.
- Maintain time and maintenance records.
- Accurately apply correct diagnostic procedures.
- Disassemble components and repair or replace defective parts.
- Conduct vehicle inspections.
- Maintain a shop inventory.
- Communicate with manufacturers and vendors to research and order parts and locate repair information.
- Respond to dispatches for field work.
- Respond to emergency field repairs during duty and non-duty hours.
- Attend safety meetings and technical training classes.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School diploma OR GED equivalent AND five 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:**

- Methods and techniques of vehicle, heavy equipment, motorcycle, and power tool maintenance and repair.
- Repairing mechanical, electrical, and computerized systems within vehicles and equipment.
- Shop operations including priority-setting, organization, time management, problem solving, and record keeping.
- Automated work order systems, vehicle records, and parts inventory.
- Federal motor safety regulations.
- Legal in service criteria for commercial vehicles.
- Applicable state Air Resource Board Regulations and applicable air quality standards.
- Hazardous materials.
- Safety practices, procedures, and operation of heavy equipment.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Record keeping.
- Meeting deadlines.
- Reading and understanding technical manuals, blue prints, schematics, wiring diagrams, technical service bulletins, and parts catalogs.
- 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.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, county officials and vendors.
- Applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Possession 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 B Commercial driver's license with tanker, air brake, and standard transmission endorsements within nine (9) months of employment. License requirement will be determined by Fleet Supervisor.
- Forklift Operator certification to be obtained within six (6) months of employment.

**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.

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Department Head

\_\_\_\_\_

Date

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Personnel Officer

\_\_\_\_\_

Date