

CITY OF HEMET
EQUIPMENT MECHANIC

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.

DEFINITION:

Under general supervision, performs complex tasks and duties assigned to classes within the Equipment Mechanic series, including service and mechanical repairs to automobiles, trucks, fire trucks, motorcycles, buses, tractors, pavers, rollers, solid waste collection vehicles, motor sweepers and other heavy and light power driven equipment; maintains appropriate work records which may include City vehicle repair and inventory records; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of less experienced equipment shop personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Equipment Mechanic** is the journey level class responsible for servicing and performing mechanical repairs to automotive, heavy and light power driven equipment. This classification is distinguished from the next higher classification of Lead Equipment Mechanic in that the latter is responsible for the performance of lead responsibilities and the more difficult and complex activities of the work unit.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Equipment Maintenance Supervisor. Incumbents in this class do not routinely provide supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Works with equipment operators to troubleshoot, diagnose and repair automobiles, trucks, fire vehicles, solid waste collection vehicles, buses, heavy equipment, tractors, lawn and landscape equipment, and a variety of hand operated power equipment; reads and interprets technical manuals and schematic diagrams; responds to in-field service calls throughout the City; test drives or operates a variety of equipment; keeps current on technological changes related to equipment maintenance.
- Performs preventative maintenance inspections on diesel and gasoline powered vehicles and equipment which include tune-ups, frame and chassis lubes, oil and filter changes, inspections of vehicle or equipment drive trains, tires, body, engines, chassis components, and hydraulic systems; lifts vehicles and equipment using a variety of hoisting apparatuses.
- Repairs and maintains engines, transmissions, clutch assemblies, differentials, carburetors, fuel injection systems, hydraulic valves, cylinders, pumps, transfer pump assemblies and generators.
- Removes, repairs and reinstalls external engine components such as belts, alternators, water pumps,

EQUIPMENT MECHANIC

Page 2

power steering pumps, radiators, injection pumps, vacuum pumps and miscellaneous filters.

- Performs diagnosis, repair and installation of vehicle electrical systems which includes batteries, charging systems, aftermarket components, lighting systems (including light bars, strobe systems and interior lights), computer system components and switches.
- Removes, repairs and installs chassis or frame components, including shocks, struts, spindles, bushings, brake assemblies (including drums, rotors, wheel and master cylinders), tires, fuel tanks and steering components.
- Performs fabrication, gas and arc welding duties from free hand to pattern type components; operates drilling, cutting, threading and grinding equipment; fabricates special construction and maintenance equipment.
- Maintains vehicle maintenance, repair records and accurate inventory control records; assists with California Highway Patrol vehicle inspections; assists in the conduct of smog certifications.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Equipment Mechanic**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of journey level experience in vehicle and equipment maintenance and repair, and a high school diploma or equivalent. Completion of training in specialized areas of light and heavy duty equipment repair is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license; a valid Class B California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Methods, materials, equipment and tools used in vehicle and public works equipment maintenance and repair; characteristics of complex mechanical, electrical and vehicle computer systems; use of microprocessor and mechanical diagnostic equipment; operation and care of internal combustion engines and their components; principles and methods of preventive maintenance; operational characteristics of a variety of light and heavy duty motorized vehicles and equipment; methods and techniques of welding; basic principles of record keeping; occupational hazards and standard safety procedures.

Ability to:

Inspect automotive, emergency and public works equipment to locate mechanical, electrical and hydraulic defects; diagnose mechanical, electrical and hydraulic problems and determine corrective procedures; perform repair work on diesel and gasoline engines and hydraulic systems; perform a variety of welding work; estimate time and materials needed for work; keep records and logs; observe safety principles and work in a safe manner; work independently; properly clean and maintain assigned equipment; follow written and oral directions; communicate clearly and concisely, both orally and writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of diagnostic equipment, power and hand tools used in heavy and light equipment repair.