



MECHANIC

CLASSIFICATION SPECIFICATION

FLSA STATUS: Non-Exempt

BARGAINING UNIT: General

JOB SUMMARY

Works under supervision to perform maintenance and repair activities for District vehicles and equipment both in the field and in a repair shop; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Mechanic is a journey-level classification responsible for the maintenance and repair of District vehicles and heavy equipment, as well as participating in maintenance activities for infrastructure. An incumbent also serves as the Welder/Fabricator for the District.

Work schedule

Generally, Monday-Friday 7:00 am to 3:30 pm with some flexibility in hours. Occasionally required to change working hours and/or work overtime.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Duties may include, but are not limited to, the following:

- Maintains and repairs all District mechanical equipment, vehicles, and construction equipment.
- Ensures completion of testing and recordkeeping to satisfy requirements of the Bureau of Automotive Repair, Department of Motor Vehicles, and California Highway Patrol.
- Operates a computer-based equipment preventative maintenance program.
- Maintains an appropriate inventory of spare parts and other maintenance items.
- Reads and interprets mechanical equipment and vehicle specifications and details.
- Fosters a positive attitude among District employees about the proper and safe use, service, and maintenance of District equipment.
- May lead employees assigned to vehicle maintenance and train or assists in the training of other staff, as directed.
- Processes records and receipts relating to job costs and time expenditures of equipment and District personnel engaged in the repair and maintenance of District equipment.
- Performs welding functions in the maintenance, repair and fabrication of District equipment and facilities including utilizing oxyacetylene torches, electric arc welder and wire feed welding systems.
- Assists the Treatment Plant personnel with maintenance and repair of mechanical components of the Treatment Plant.

- Evaluates the operating condition of District equipment, developing recommendations regarding replacement, major repairs, and parts replacement.
- Prepares and monitors budgets for shop operations and the purchase of new vehicles and equipment.
- Prepares evaluative reports on the general condition of District equipment and future equipment needs.
- Prepares specifications for the purchase of new equipment and vehicles.
- Checks and inspects new equipment for conformance with specifications.
- Orders fuels, gas, oils, lubricants, and other supplies and materials.
- Oversees the inventory of vehicle and equipment parts.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Assists maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other facilities maintenance as needed.
- Operates equipment as needed including backhoe, loader, and forklift in support of other staff.

Knowledge of:

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Materials, methods, and the tools to construct objects, structures, and buildings as well as maintenance of buildings and grounds.
- Materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Electronics, pipe fitting, painting, plumbing, millwright, and mechanics including their design, installation, testing, uses, repair, and/or maintenance.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.

Ability to:

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determines objectives, sets priorities, and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Research, analyze, and evaluate information to evaluate alternatives and make recommendations.
- Follow oral and written directions.
- Follow technical directions with minimal supervision.
- Demonstrate regular and predictable attendance.

DESIRABLE QUALIFICATIONS

Education and Experience:

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

Experience:

Two (2) years of responsible work experience in the skilled maintenance and repair of vehicles and heavy equipment, which included gasoline, natural gas and diesel fueled systems.

Required License, Certificate or Training:

- Possession of a valid California Class C driver's license issued by the State Department of Motor Vehicles. **The District may require employee to obtain a California class A license during employment at the District's cost.** Possession and proof of a good driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

(District will provide Forklift Operator Training.)

WORK ENVIRONMENT

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally, there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Exposure to sparks and metal shavings, dust from grinding on metal.

PHYSICAL DEMANDS

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently works in confined spaces
- Frequently required to carry, push, pull, reach, grasp, and lift equipment, parts, and materials weighing up to 50 lbs. daily, up to 100 lbs. weekly.
- Uses respiratory protection equipment, which requires being clean shaven at time of use.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HISTORY:

- Revision date: August 2009, September 2023
- Approval/Adoption date: December 18, 2024