



## **MECHANIC**

### **CLASSIFICATION SPECIFICATION**

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**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