

MECHANIC

Definition/Summary

Under general supervision, the Mechanic performs repairs in an equipment and vehicle repair shop and is responsible for the maintenance and repair of District equipment.

Essential Functions

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Maintains and repairs all District mechanical equipment, vehicles and construction equipment.
- Ensure completion of testing and recordkeeping to satisfy requirements of the Bureau of Automotive Repair, Department of Motor Vehicles, and California Highway Patrol.
- In conjunction with warehouse functions, 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.
- Supervises employees assigned to vehicle maintenance and, when directed, trains or assists in the training of subordinates.
- 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.
- 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.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Assist maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other facilities maintenance as needed.

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- Performs welding functions in the maintenance, repair and fabrication of District equipment and facilities to include a knowledge and skill level to competently utilize oxyacetylene torches, electric arc welder and wire feed welding systems.
- Operate equipment as needed including backhoe, loader, and forklift in support of warehouse person.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop.
- Tools, equipment, lubricants, and procedures in the servicing, overhaul, repair, and adjustment of automotive and heavy equipment.
- Equipment needs and requirements of the District.
- Principles used in the establishment and maintenance of preventive maintenance programs.
- Budget preparation and fiscal controls.
- Proper work safety standards.
- Principles of supervision, training, work evaluation, and shop organization.

Ability to:

- Plan and organize the servicing, maintenance, and repair of vehicles and equipment.
- Prepare specifications for the purchase of new vehicles and equipment.
- Prepare a budget and control expenditures.
- Estimate labor and material costs and work time for major repair projects.
- Inspect and diagnose operating problems on vehicles and equipment.
- Perform skilled repair work on District vehicles and equipment.
- Order supplies and parts, maintaining adequate inventory.
- Drive a vehicle safely.
- Maintain a variety of records and prepare reports.
- Coordinate equipment shop operations with other District functions.

Typical Physical Activities

- Operates District vehicles going to and from job sites and testing repairs.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during vehicle and equipment maintenance and repair work.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Stands for extended time periods.
- Work involves exposure to dust, lubricants, cleaning solutions and chemicals.
- Hearing and vision within normal ranges with or without correction.

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Environmental Factors

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

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Two years of responsible work experience in the skilled maintenance and repair of vehicles and heavy equipment, to include gasoline, natural gas and diesel fueled systems. Knowledge of and capability to operate construction tools and equipment.

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.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class A Driver's License issued by the State Department of Motor Vehicles. Possession and proof of a good driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications Possess or acquire, within one year of hire, a State of California, Department of Health Services Distribution Operator Certification Grade D-1 and Forklift Operator certification. (District will provide Forklift Operator Training.)

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

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I have reviewed the Job Description for the Mechanic position with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date