



# Equipment Mechanic I/II

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## Class Specification

Revised 9/23

Class ID: 763

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

### DEFINITION

Under supervision performs a variety of routine unskilled and semi-skilled preventive maintenance and repair work on a variety of City light and heavy vehicles and equipment; performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor or designee. Exercises no direct supervision of employees.

### DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I - This is the entry level class in the Equipment Mechanic series. Positions in this class typically have minimal work experience and work under immediate supervision while learning job tasks. The Equipment Mechanic I class is distinguished from the Equipment Mechanic II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, and progress to general supervision as procedures and processes of assigned area of responsibility are learned.

Equipment Mechanic II - This is the journey level class in the Equipment Mechanic series and is distinguished from Equipment Mechanic I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. The Equipment Mechanic II is distinguished from the Senior Equipment Mechanic as the latter performs the most difficult and responsible types of duties assigned to classes within this series, including providing lead direction to lower-level personnel.

Positions in the Equipment Mechanic class series are flexibly staffed and positions at the Equipment Mechanic II level are normally filled by advancement from the Equipment Mechanic I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Lubricate chassis and change oil in gasoline, diesel, or alternative fuel powered automobiles, trucks, and light and heavy equipment as appropriate.

Check a variety of vehicle equipment parts such as shock absorbers, motor mounts, universal joints, power steering mechanisms, transmissions, and brake units and other components to identify malfunctions or defective units that may require repair or replacement.

Repair, change and install automotive and truck tires, including balancing tires, checking air pressure and adjusting inflation levels as needed.

Replace and/or repair lubricant fittings, fuel pumps, fan belts, radiator hoses, light bulbs, and fuses and other electrical components; replace coolant in automotive radiators.

Test, service, recharge and change batteries.

Perform minor maintenance services including vehicle tune ups and routine mechanical repairs; may perform limited fabrication and/or welding of parts as needed.

Clean, wash, and detail vehicles; perform touch up painting as needed.

Pick up and deliver equipment and supplies; order and stock supplies and materials as needed; transport vehicles as directed.

Clean the shop and maintain in an orderly condition.

Maintain records of work performed and materials used.

May use a computer to enter and retrieve information related to assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

In addition to the duties above, the Equipment Mechanic II:

Perform repairs and adjustments to vehicles including fleet automobiles and police patrol vehicles, light and heavy trucks including emergency vehicles, heavy construction equipment and various related gasoline, diesel and alternate fuel engines, electrical components, braking systems, transmissions, and steering systems and other mechanisms.

Make repairs to a variety of power tools and equipment, including compressors, blowers, chain saws and mowers.

Work with contractors on repair assignments; may inspect contracted work to ensure that specifications and contract requirements are met.

## **QUALIFICATIONS**

### **Knowledge of:**

- Uses and purposes of basic tools and equipment used in servicing, maintaining, and repairing gas, diesel, and alternative fuel powered vehicles, and light and heavy equipment.
- Safe work practices.

### **Skill or Ability to:**

- Learn to diagnose and repair mechanical and electrical problems of automotive equipment, and light and heavy equipment.
- Analyze problem equipment; identify, locate, and operate equipment; interpret work orders; and explain jobs to others.
- Learn and understand operations and consistently observe and follow safety rules; safely operate various hand and power tools, equipment, and vehicles to perform semi-skilled and skilled automotive, and equipment maintenance and repair work.
- Safely handle chemicals including cleaning products, solvents, and other materials and supplies.
- Read, understand and interpret blueprints, sketches, specifications, labels, and written and verbal instructions.
- Learn to repair vehicle and/or equipment parts.

- Learn to use a personal computer and related applications for electronic mail communication and for data entry and retrieval related to work orders, supplies, and hours worked.
- Communicate clearly and concisely, both orally and in writing.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

In addition to the skills and abilities above, the Equipment Mechanic II:

- Independently perform semi-skilled and skilled work to diagnose, maintain and repair vehicles, and light and heavy equipment.

### **Education and Experience:**

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

Equipment Mechanic I- Possession of a high school diploma or equivalent, and six (6) months of general automotive or equipment maintenance and repair experience.

Equipment Mechanic II- Possession of a high school diploma or equivalent, supplemented with specialized training in automotive and heavy construction equipment maintenance and repair, or a related field, and two (2) years of increasingly responsible experience performing automotive and general equipment maintenance work similar to that of an Equipment Mechanic I with the City of Newark.

### **License and Certificate:**

Equipment Mechanic I:

- Possession of a valid driver license and a satisfactory driving record throughout employment.

Equipment Mechanic II:

- Possession of a valid California Class A driver's license (with tank endorsement when applicable) within one year of appointment. Positions performing safety sensitive functions are subject to the Federal Highway Administration Department of Transportation (D.O.T.) regulations and the City's Administrative Regulation concerning drug and alcohol testing as a continuing condition of employment with the City.
- Possession of a valid California M1 (motorcycle operator's license) within one year of appointment.
- Possession of Automotive Service Excellence (ASE) certifications are desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects

weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.