

## CITY OF MADERA

### MECHANIC I

*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 immediate supervision, performs routine and less complex tasks and duties assigned to classes within the Mechanic classification including service and assistance on mechanical repairs to automobiles, trucks, tractors, motor sweepers and other heavy and light power driven equipment; learns policies, procedures and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Mechanic I** is the entry-level class responsible for servicing and making minor mechanical repairs to automotive and heavy power driven equipment. An incumbent may advance to the next higher classification of Mechanic II upon meeting the employment standards for that class, recommendation of the Department Head, and approval from the City Administrator. This classification is distinguished from the next higher classification of Mechanic II by the performance of more routine and less difficult mechanical repairs.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Equipment Shop Supervisor or their designee.

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

- Assists in repairing mechanical defects in automobiles, trucks, graders, rollers and other mechanical equipment; assists in tearing down motors; assists in overhauling engines, transmissions, clutches, differentials, carburetors, generators and pumps.
- Performs minor repairs to radiators, fenders and body areas; performs tune-ups, oil changes, chassis lube; replaces batteries, starters, shocks and struts; lubricates and services automotive equipment.
- Assists in installing and reconditioning electrical systems, spark plugs, distributors, condensers, points and rotors; relines and adjusts brakes; assists in overhauling master and wheel cylinders; rotates and balances wheels; repairs, mounts and dismounts tires.
- Responds to questions and concerns from the general public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**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 and 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.

**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 a **Mechanic I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience as an automotive or equipment apprentice, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of one Automotive Service Excellence certification in either the auto/light trucks ("A" series) or medium/heavy trucks ("T" series) categories, or a combination of either

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

**Knowledge of:**

Garage equipment and tools; basic principles, practices and materials used in automotive and equipment repair, occupational hazards and standard safety procedures.

**Ability to:**

Use automotive equipment and tools; keep simple records and logs; understand and follow written and oral instructions and directions; communicate clearly and concisely, both orally and writing; establish and maintain effective working relationships.

**Skill to:**

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