

## CITY OF MADERA

### MECHANIC II

*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 general supervision, performs routine and complex tasks and duties assigned to classes within the Mechanic classification including service and mechanical repairs to automobiles, trucks, buses, tractors, motor sweepers and other heavy and light power driven equipment; maintains appropriate work records which may include City vehicle repair and inventory records; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; occasionally assists in the training and lead responsibilities of lower level mechanic positions; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Mechanic II** is the journey level class responsible for servicing and performing mechanical repairs to automotive and heavy power driven equipment. An incumbent may advance to the next higher classification of Mechanic III 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 III in that the latter is responsible for performance of the more difficult and complex activities of the work unit.

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

Receives general supervision from the Equipment Shop Supervisor.

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

- Troubleshoot and repair of automobiles, truck, buses, heavy equipment, tractors, lawn and landscape equipment, tractors, lawn and landscape equipment.
- Performs preventative maintenance inspections to include tune-ups, frame and chassis lubes, oil and filter changes, inspections of vehicle or equipment drive train, tires, body, engines, chassis components, hydraulic systems, etc.
- Overhauls engines, transmissions, clutch assemblies, differentials, carburetors, fuel injection systems, hydraulic valves and pumps, transfer pump assemblies and generators
- Removal, repair and reinstallation of external engine components such as belts, alternators, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps and miscellaneous filters.
- Performs interior and exterior automotive body repairs to include doors, fenders, bumpers, body panels, windows (manual and power) and seat removal and installation.

- Performs diagnosis, repair and installation of vehicle electrical systems to include batteries, charging systems, aftermarket components, lighting systems (including light bars, strobe systems and interior lights), computer system components and switches and transit bus electrical systems (such as relays, remote switching systems and solenoids).
- Removal, repair and installation of chassis or frame components to include shocks, struts, spindles, bushings, brake assemblies (including drums, rotors, wheel and master cylinders), fuel tanks and steering components.
- Performs fabrication and gas and MIG welding duties from free hand to pattern type components; machining of brake drums, rotors and components from metal or aluminum stock.
- Maintains vehicle maintenance and repair records and accurate inventory control records to include transit system bus records in accordance with California Highway Patrol vehicle codes and to also assist with California Highway Patrol vehicle inspections
- 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 or 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 II**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of journey level experience in vehicle and equipment maintenance and repair and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license; a valid Class B California driver's license may be required. Possession of four Automotive Service Excellence certifications in either the auto/light truck ("A" series) or medium/heavy truck ("T" series) service areas, or a combination of either, **and** the Alternative Fuel: Compressed Natural Gas vehicle certification

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

**Knowledge of:**

Methods, materials, equipment and tools used in vehicle and public works equipment maintenance and repair; operation and care of internal combustion engines and their components; principles and methods of preventive maintenance; methods, materials, practices and tools of equipment repair; methods and techniques of welding; basic principles of record keeping; occupational hazards and standard safety procedures.

**Ability to:**

Inspect automotive, emergency and public works equipment to locate mechanical defects; diagnose mechanical, electrical and hydraulic problems and determine corrective procedures; perform repair work on diesel engines and hydraulic systems; perform a variety of welding work; estimate time and materials needed for work; keep records and logs; observe safety principles and work in a safe manner; follow written and oral 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.