

City of South San Francisco
Human Resources Department

Equipment Mechanic
Class Description

Definition

Under general supervision, makes minor and major mechanical repairs to automotive and other power-driven equipment; and does related work as required.

Distinguishing Characteristics

This is the second level in the series and it is distinguished from the next lower-level class in that it performs some full journey-level work on all equipment maintained by the shop, including the most specialized and complex units. It differs from the next higher classification in that the latter is responsible for the work of others in the City Garage.

Typical and Important Duties

1. Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, and a variety of maintenance and construction equipment.
2. Determines extent of necessary repairs to vehicles and equipment.
3. Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches.
4. Tunes up engines, replacing ignition parts and cleaning and adjusting carburetors/injectors.
5. Replaces or repairs faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
6. Prepares and replaces such components as generators, distributors, relays, lights, and switches.
7. Installs and maintains special equipment on public safety vehicles.
8. Maintains work, time, and material records.
9. Assists other higher-level mechanics and gives direction to lower-level staff.
10. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Tools, techniques, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and related power-driven equipment.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and others in an effective manner.

Ability to:

- Inspect automotive and related power-driven equipment to locate difficulties and estimate the cost and time of repairs.
- Perform minor and major mechanical repair on City owned mechanical equipment.

- Maintain a variety of shop and repair records.
- Communicate effectively in writing and verbally; understand and carry out oral and written directions.
- Use a variety of tools and equipment with skill.
- Acquire a general knowledge of division policies and procedures as related to shop operations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Driving a variety of vehicles safely.

Experience and Training

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

Experience: One year of journey-level experience in the maintenance and repair of automotive and other power-driven equipment.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California commercial driver's license, with proper endorsements and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings;

hearing and speech to communicate in person and over the telephone and to discern engine noises.

Work Environment: Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	April 1995, December 2001, January 2003, June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95; 2001, 2003
DOT:	Yes
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Category:	EF2\EJ7
Job Code:	A170

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. SDE
6. SDE
7. SDE
8. MDE
9. SAE