

MECHANIC I
MECHANIC II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision (Mechanic I) or direction (Mechanic II), to perform skilled mechanical work in inspecting, diagnosing, repairing and maintaining a variety of mechanical, hydraulic and electrical systems on City light and heavy gasoline and diesel power-driven vehicles and equipment; to perform preventive maintenance duties; to perform diagnostic activities for vehicle repair; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Mechanic I – This is the first level class within the Mechanic series. This class is distinguished from the Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is the first level class, employees may have only limited related work experience.

Mechanic II – This is the second level class within the Mechanic series. Employees within this class are distinguished from the Mechanic I by the performance of the full range of duties as assigned including the most complex repairs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. However, advancement is not based on time in grade but solely at the discretion of the Public Works Director and the organizational needs of the department.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Inspects, diagnoses, repairs and adjusts a variety of mechanical difficulties on light and heavy equipment and vehicles; inspects, diagnosis, repairs and maintains police and fire equipment as assigned; determines extent of necessary repairs; estimates time, materials and equipment for jobs assigned; overhauls, repairs and adjusts engines, clutches, carburetors, generators, distributors and pumps; maintains and repairs electrical system components, ignition systems, alternators, starters and batteries; replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment; repairs and replaces components including generators, distributors, relays, lights and switches; repairs, adjusts, and replaces brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes; installs, repairs and maintains specialized equipment such as light bars, two-way radios and mounting

brackets; performs service calls on job sites to perform minor repairs; performs safety inspections on all City vehicles and equipment; fabricates and modifies parts and equipment; maintains and repairs shop equipment; maintains work, time and material records; cleans and maintains assigned work area; disposes of hazardous materials according to established procedures; assists other mechanics on a variety of repair work; as assigned paints, welds and does bodywork on vehicles, equipment and machinery.

MINIMUM QUALIFICATIONS

MECHANIC I

Knowledge of:

- Current methods, equipment, tools and materials used in the repair and maintenance of gas and diesel powered equipment and vehicles.
- Basic operating and repair characteristics of a wide variety of light and heavy equipment systems including mechanical, electrical, hydraulic, braking, air conditioning and fuel.
- Basic operation and care of internal combustion engines and hydraulic equipment.
- Basic principles and procedures of preventive maintenance related to automotive, heavy and light equipment.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Occupational hazards and safety practices.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform routine equipment mechanic work including diagnosing, troubleshooting and repair of equipment and vehicles.
- Learn operational characteristics of hydraulic and electrical systems.
- Learn operation and care of internal combustion engines and hydraulic equipment.
- Learn methods and techniques of metal fabrication and welding.
- Learn methods and techniques of performing safety inspections and identifying safety hazards.
- Use and operate a variety of tools and testing equipment in a safe and effective manner.
- Maintain a variety of shop and repair records.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Two years of increasingly responsible automotive and equipment maintenance and repair experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical repair or a related field.

License or Certificate: Possession of an appropriate, valid driver's license.

MECHANIC II

In addition to the qualifications for Mechanic I:

Knowledge of:

- Operational characteristics of hydraulic and electrical systems.
- Operation and care of internal combustion engines and hydraulic equipment.
- Methods and techniques of metal fabrication and welding.
- Methods and techniques of performing safety inspections and identifying safety hazards.
- Principles and procedures of preventive maintenance related to automotive, heavy and light equipment.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Perform mechanic work in diagnosing, troubleshooting and repairing the full range of vehicles, equipment and components.
- Accurately diagnose mechanical, electrical and hydraulic repair needs.
- Estimate the time and cost of repairs.
- Perform safety inspections and identify safety hazards.
- Work independently in the absence of supervision.
- Read and understand various manuals, blueprints and schematics.

Experience and Training Guidelines

Experience: Four years of increasingly responsible automotive and equipment maintenance and repair experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical repair or a related field.

License or Certificate:

- Possession of an appropriate, valid driver's license.
- Possession of a Class B driver's license may be required depending on area of assignment.
- Possession of a Fire Mechanics certification may be required depending on area of assignment.

WORKING CONDITIONS

Environmental Conditions: Garage environment; exposure to noise, dust, grease, fumes, gases, toxic chemicals, solvents and electrical energy.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, bending, stooping, kneeling or standing for prolonged periods of time; heavy, moderate or light lifting; operating motorized equipment and vehicles.