



Class Code: 428  
WP Code: Equip Mechanic I  
Established: March 2006  
Revised: \_\_\_\_\_  
EEO Code: SM

## CLASS SPECIFICATION

City of Newark, California

### EQUIPMENT MECHANIC I

#### DEFINITION

Under immediate supervision from a Maintenance Supervisor; and technical and functional supervision from a Senior Equipment Mechanic; to perform a variety of routine unskilled and semi-skilled preventive maintenance and repair work on a variety of City light and heavy vehicles and equipment.

#### DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Equipment Mechanic series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Equipment Mechanic I class is distinguished from the 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, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

#### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

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 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.

## **Equipment Mechanic I**

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.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Uses and purposes of tools and equipment used in servicing, maintaining, and repairing vehicles, and light and heavy equipment.

Safe work practices.

#### **Ability to:**

Learn to diagnose and repair mechanical and electrical problems of automotive equipment, and light and heavy equipment.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry heavy weights; work in conditions of various outdoor exposure and subject to noise.

Learn to repair vehicle and/or equipment parts.

Learn to use a personal computer 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.

## **Equipment Mechanic I**

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.

### Experience and Training

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

#### Experience:

No experience is required; some general automotive and/or equipment maintenance and repair experience is preferred.

#### Training:

Equivalent to completion of the twelfth grade.

### License or Certificate

Possession of, or ability to obtain, a Class C California driver's license.

Possession of, or within six months of appointment must obtain, a valid California Class A driver's license (with tank endorsement). Per DOT regulation, positions that require a Class A driver's license will be required to have a pre-employment drug test and will be subject to random and other alcohol and drug testing.

**Probationary Period:** 6 Months

**FLSA:** Non-Exempt