



Class Code: 403.1
WP Code: Equip Mechanic II
Established: April 1996
Revised: March 2006
EEO Code: SM

CLASS SPECIFICATION

City of Newark, California

EQUIPMENT MECHANIC II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Equipment Mechanic series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

This class is distinguished from the Senior Equipment Mechanic in that the latter performs advanced journey level duties and provides lead supervision to lower level mechanical maintenance personnel.

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

Perform repairs and adjustments to vehicles including fleet automobiles and police patrol vehicles, light and heavy trucks including fire trucks, heavy construction equipment and various related gasoline, diesel and alternate fuel engines, electrical components, braking systems, transmissions, and steering systems.

Perform routine preventive and immediate maintenance, as needed, on a variety of City-owned vehicles and light and heavy equipment including welding and fabricating.

Service and lubricate a variety of automobiles, trucks and construction equipment.

Make repairs to a variety of power tools and equipment, including compressors, blowers, chain saws, and mowers.

Work with contractors on repair assignments; may inspect contracted work to ensure that specifications and contract requirements are met.

Maintain records of work performed and materials used.

May use a computer to enter and retrieve information related to work assignments and record-keeping.

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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:

Methods, techniques, and tools used in the maintenance and repair of gasoline, diesel, and alternative fuel powered automotive, and light and heavy equipment.

Safe work practices.

Ability to:

Independently perform semi-skilled and skilled work in the maintenance and repair of automotive, 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.

Operate various hand and power tools to perform semi-skilled and skilled automotive, and equipment maintenance and repair work

Read and interpret blueprints, sketches, specifications, and written instructions.

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.

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.

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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:

Two years of increasingly responsible experience performing automotive and general equipment maintenance work similar to that of an Equipment Mechanic I with the City of Newark.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in automotive and heavy construction equipment maintenance and repair, or a related field.

License or Certificate

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

Possession of, or ability to obtain by the date of employment, a valid California Class A driver's license (with tank endorsement by end of probation). 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.

Possession of a valid California M1 (motorcycle operator's license) will be required by the end of probation.

Probationary Period: 6 Months

FLSA: Non-Exempt