



Class Code: 412.1
WP Code: Sr Equip Mech
Established: May 1986
Revised: March 2006
EEO Code: SM

CLASS SPECIFICATION

City of Newark, California

SENIOR EQUIPMENT MECHANIC

DEFINITION

Under direction from a Maintenance Supervisor; to organize, assign, and lead the work of assigned equipment maintenance personnel and to perform and participate in the performance of the more difficult and complex equipment maintenance and repair tasks related to the City's vehicle and light and heavy equipment fleet.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead supervision to lower level maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

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

Organize, schedule, assign, and lead the work of assigned equipment maintenance crew; coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of an assigned crew engaged in vehicle and equipment maintenance activities including repair and maintenance of fleet vehicles, heavy and light equipment, and a variety of power tools and equipment such as compressors, blowers, chain saws, and mowers.

Follow and maintain an established preventive maintenance work schedule; inspect work while in progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in vehicle and equipment maintenance and repair activities.

Exercise technical and functional supervision over assigned equipment maintenance staff; lead staff and perform the most difficult and complex work in the maintenance and repair of the City's vehicle and light and heavy equipment fleet, including the use of diagnostic techniques and related cost estimating methods; and perform the full range of vehicle and equipment maintenance and repair duties including welding.

Provide input on performance evaluations; and provide advice and assistance to lower level equipment maintenance staff.

Senior Equipment Mechanic

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work; purchase supplies and materials as necessary; ensure fuel dispensing pumps and monitoring systems perform properly and conform to all local, State, and Federal regulations and restrictions.

Coordinate and administer activities related to various contracts and projects; prepare specifications for contracted work; monitor contract compliance and inspect quality of work, recommending payment as appropriate.

Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Perform driving skill reviews for part-time, seasonal, and temporary employees and City volunteers to assess qualifications to drive City vehicles and equipment.

Respond as appropriate to comments and concerns expressed by the public regarding equipment maintenance issues.

Use a personal computer to enter and retrieve information related to work 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:

Principles and practices of planning and reviewing the work of others and training, including safety practices and related record-keeping.

Materials, methods, practices and equipment used in the maintenance and repair of the City's vehicle and light and heavy equipment fleet, including knowledge of gasoline, diesel, and alternative fuel-powered engines.

Maintenance and repair of compressors, generators, mowers, blowers, chain saws and similar equipment.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of welding.

Senior Equipment Mechanic

Ability to:

Act as a lead worker and perform advanced journey level automotive and light and heavy equipment maintenance and repair tasks.

On a continuous basis, know and understand equipment maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

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

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

Prepare and interpret specifications, administer contracts and inspect quality of work relative to recommendation for payment.

Diagnose difficult and/or complex equipment maintenance or repair issues; prepare related cost estimates and recommend the most effective and efficient course of action.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer for electronic mail and to enter and retrieve data.

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:

Two years of experience performing work similar to that of an Equipment Mechanic II with the City of Newark.

Senior Equipment Mechanic

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in the maintenance and repair of automotive and light and heavy equipment, 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, a Passenger Endorsement.

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).

Probationary Period: 6 Months

FLSA: Non-Exempt