

CITY OF RIVERBANK
ASSISTANT MECHANIC

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, learns to perform and performs routine and complex tasks and duties assigned, including service and mechanical repairs to automobiles, trucks, dump trucks, back hoes, generators, lawn mowers, and other heavy and light power driven equipment; maintains appropriate work records, which may include City vehicle repair and inventory records; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Mechanic** is the entry-level class in the equipment mechanic series that allows the incumbent to develop journey level knowledge and abilities in the field of equipment maintenance and repair. Initially, under immediate supervision, incumbents learn to perform and perform a variety of semi-skilled and skilled maintenance and repair work. This classification is distinguished from the next higher classification of City Mechanic in that the latter is responsible for the performance of more difficult and complex activities of the work unit and has supervisory/lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the City Mechanic. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- As assigned may perform the less complex diagnoses, maintenance, and repairs automobiles, trucks, dump trucks, back hoes, generators, lawn mowers, and other heavy and light power driven equipment; assists in responding to in-field service calls throughout the City; operates a variety of equipment; keeps current on technological changes related to equipment maintenance.
- Performs preventative maintenance inspections on diesel, gasoline, and CNG vehicles and equipment, including tune-ups, frame and chassis lubs, oil and filter changes, inspections of vehicle or equipment drive train, tires, body, engines, chassis components, and hydraulic systems; lifts vehicles and equipment using a variety of hoisting apparatus.
- Performs minor tunes up engines, clutch assemblies, differentials, carburetors, fuel injection systems, hydraulic valves and pumps, transfer pump assemblies, and generators.
- Assists in the removal, repair and reinstallation of external engine components such as belts, alternators, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps, and miscellaneous filters.

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- Performs routine diagnosis, repair, and installation of vehicle electrical systems including batteries, charging systems, aftermarket components, and lighting.
- Removes, repairs, and installs shocks, struts, spindles, bushings, brake assemblies, generators, distributors, relays, lights and switches, valves, shoes, and drums.
- Performs fabrication and welding duties; operates drilling, cutting, threading, and grinding equipment.
- Performs battery, safety, and preventative maintenance inspection checks on all Fire Department and Police vehicles; repairs fire apparatus, including pumps, valves, and other related components
- Oversees shop in absence of City Mechanic, including scheduling work, purchasing needed parts for repairs, and working with outside shops on contract repairs.
- Maintains vehicle maintenance and repair records and accurate inventory control records.
- Performs occasional building maintenance and janitorial duties.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Assistant Mechanic**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of journey level experience in vehicle and equipment maintenance and repair and a high school diploma, or equivalent.

License/Certificate:

Possession of a valid Class B California driver's license within six months of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Methods, materials, equipment, and tools used in vehicle and public works equipment maintenance and repair; use of mechanical diagnostic equipment; operation and care of engines and their components; principles and methods of preventive maintenance; methods, materials, practices, and tools of equipment repair; methods and techniques of welding; principles of inventory and parts acquisition; applicable federal, state, and local laws, codes, and regulations; defensive driving; proper lifting procedures; methods and techniques for record keeping; occupational hazards and standard safety procedures.

Ability to:

Inspect automotive, emergency, and public works equipment to locate mechanical defects; diagnose mechanical, electrical, and hydraulic problems and determine corrective procedures; perform repair work on diesel, gasoline and CNG engines, and hydraulic systems; perform a variety of welding work; estimate time and materials needed for work; keep records and logs; interpret, explain, and apply applicable laws, codes, and regulations; operate a variety of construction equipment, vehicles, and power and hand tools; perform heavy manual labor for extended periods of time; maintain a variety of records; work at substantial heights; make adjustments to standard operating procedures as is appropriate; drive and operate a variety of trucks and heavy equipment; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of diagnostic equipment and power and hand tools used in heavy and light equipment repair.