

CITY OF RIVERBANK

CITY 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 general supervision, oversees and performs complex tasks and duties, including service and mechanical repairs to automobiles, trucks, dump trucks, back hoes, forklifts, lawn mowers, and other heavy and light power driven equipment that may be CNG, gasoline, or diesel powered; maintains appropriate work records, which may include City vehicle repair and equipment inventory records; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Mechanic** is the advanced journey level class responsible for implementing and maintaining a preventative maintenance program for automotive, heavy, and light power driven equipment, and for maintaining the City's shop. The incumbent prepares and maintains equipment repair schedules, maintenance records, and equipment inventories. This classification is distinguished from the next higher classification of Assistant Director of Public Works in that the latter is responsible for overall supervision of the Public Works maintenance programs.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Assistant Director of Public Works. Exercises technical and functional supervision over Assistant Mechanics.

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

- Oversees, performs, schedules, and directs the work of others engaged in the diagnosis and repair of automobiles, trucks, forklifts, dump trucks, back hoes, generators, lawn mowers, and other heavy and light power driven equipment that may be powered by gasoline, diesel, or CNG; responds to in-field service calls throughout the City; operates a variety of equipment; keeps current on technological changes related to equipment maintenance.
- Implements and maintains a preventative maintenance program occasionally using outside vendors for specialized services; researches vendors; determines needed services and schedules.
- Trains and instructs employees in proper and safe methods and practices of automotive repair and maintenance and equipment repair; participates in the selection, motivation, and evaluation of staff.
- Orders and obtains replacement parts and supplies; processes and codes all invoices
- Maintains and inspects fuel pumps, hoses, and tanks; inspects CNG station for operation and

pressures; maintains a variety of required records, logs, and reports.

- Has overall responsibility for the security, cleanliness, and safety of the City's shop; oversees the storage and disposal of hazardous materials; may occasionally perform building maintenance and janitorial duties at the maintenance shop.
- Performs the more difficult preventative maintenance inspections on diesel, gasoline, and natural gas vehicles and equipment, including tune-ups, frame and chassis lubes, 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.
- Tunes up engines, clutch assemblies, differentials, carburetors, fuel injection systems, hydraulic valves, pumps, transfer pump assemblies and generators.
- Removes, repairs, and reinstalls external engine components such as belts, alternators, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps, and miscellaneous filters.
- Performs the more complex diagnosis, repair, and installation of vehicle electrical systems to include 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.
- 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. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 a **City Mechanic**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of journey level experience in vehicle and equipment maintenance and repair, including one year in a lead capacity, and a high school diploma or equivalent.

License/Certificate:

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

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, emergency, and public works equipment maintenance and repair; methods and techniques of mechanical and electrical diagnosis; operation and care of engines and their components; principles and methods of preventive maintenance; budget development and purchasing; methods, materials, practices, and tools of equipment repair; methods and techniques of welding, body repair, and painting; applicable federal, state, and local laws, codes, and regulations, including requirements pertaining to vehicle emission equipment requirements and EPA regulations for proper handling of chemicals and hazardous waste; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect automotive and public works equipment to locate mechanical defects; diagnose mechanical, electrical, and hydraulic problems and determine corrective procedures; schedule repair work; oversee the operations of the City's shop; coordinate repairs with outside vendors; perform repair work on diesel, gasoline and natural gas engines, and hydraulic systems; perform a variety of welding work; estimate time and materials needed for work; develop and implement a budget; read and understand repair manuals and schematics; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; 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.