

CITY OF SIMI VALLEY

MECHANIC I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, performs maintenance and repair services on City vehicles and equipment; maintains and repairs gasoline, diesel powered, compressed natural gas (CNG), and electric automotive, transit, heavy and light construction and other power-driven equipment.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Mechanic series. This class is distinguished from the Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series including more emphasis on preventative maintenance. Since this class is typically an entry-level class, employees may have only limited work experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform maintenance and repair duties involving repairs to gasoline, diesel powered, compressed natural gas (CNG), and electric automotive, transit, heavy and light construction, and other power-driven equipment.
2. Inspect, diagnose and locate mechanical difficulties on City automobiles, transit buses and vans, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment.
3. Diagnose, maintain and repair electrical systems' components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
4. Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
5. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
6. Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
7. Repair and replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
8. Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment; fabricate and modify tools as needed.

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9. Assist in purchasing equipment maintenance parts and materials; maintain pricing for parts and services; stock materials and supplies as necessary.
10. Assist in overseeing the City's fuel program including purchasing gas and maintaining records.
11. Service and perform preventative maintenance on the City's bus wash system.
12. Inspect tire and wheel assemblies mounted on all City owned vehicles and equipment; determine the repair ability of wheels, tires and tubes; repair, remount, and balance tires on all City owned vehicles and equipment.
13. Respond to field emergencies as needed.
14. Perform safety inspections on all City vehicles and ensure repair has been completed before vehicle is released from garage.
15. Clean shop and properly dispose of discarded mechanical parts and materials; recycle appropriate shop by-products including oil, antifreeze, and oil/fuel filters.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas, compressed natural gas, diesel powered, and electric equipment.
Procedures of preventive maintenance related to automotive, heavy and light construction equipment.
Principles and procedures of hydraulic systems.
Operating and repair characteristics of a wide variety of automotive and light and heavy equipment used in City government.
Operation and care of internal combustion engines and hydraulic equipment.
Fuel injection systems on gasoline, compressed natural gas (CNG), and diesel engines.
Methods, materials, equipment and tools used in routine welding and fabrication work.
Safe work practices.
State laws regulating emission controls, brakes, and lamps.
Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

Perform difficult equipment mechanic work including the diagnosing, troubleshooting, fabricating, and repair of equipment.
Use a variety of maintenance tools and equipment.
Use modern, sophisticated test equipment to diagnose and repair automotive equipment.
Inspect compressed natural gas fuel systems.
Maintain a variety of shop and repair records.
Read and understand various manuals, blueprints, and schematics.
Identify and implement effective courses of action to complete assigned work.
Operate office equipment including computers and supporting applications.
Understand and follow oral and written directions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical repair or a related field.

Experience:

One year of experience performing minor and major equipment repairs.

License or Certificate:

Possession of, or ability to obtain within six months of employment, a valid California Class A driver's license with Passenger Endorsement.

Possession of ASE certifications are desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Shop environment; occasional field environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, radiant energy, toxic materials, and all types of weather and temperature conditions; work in or with water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work underground in confined spaces; work at heights on scaffolding and ladders; may be required to work irregular work hours including nights and weekends..

Physical: Sufficient physical ability necessary for walking, standing, stooping, bending, crawling, twisting, climbing, and kneeling for prolonged periods of time; moderate to heavy lifting, pulling and carrying; and operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Adopted: December 2003

Revised: February 2011