

# CITY OF SIMI VALLEY

## MECHANIC I/II

*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 (Mechanic I) or general supervision (Mechanic II), participates in the more complex and difficult work of staff responsible for maintaining and repairing City vehicles and equipment; maintains and repairs gasoline, diesel powered, compressed natural gas (CNG), and electric automotive, heavy and light construction, and other power-driven equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

**Mechanic I** – This is the entry-level class in the Mechanic series. Incumbents in this classification receive on-the-job training, specific day-to-day direction and are closely supervised. Positions at this level are not expected to function with the same amount of knowledge or skills as positions allocated to the Mechanic II level and exercise less independent discretion and judgment in matters related to work procedures and methods. 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. Advancement to the “II” level is based on meeting minimum qualifications and satisfactory job performance.

**Mechanic II** - This is the full journey level class within the Mechanic series. Employees within this class are distinguished from the Mechanic I by the performance of the full range of duties as assigned including the most complex repairs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Mechanic I in that the latter performs more preventative maintenance and routine repair duties.

### **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 the most difficult and complex skilled mechanic 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 transit buses and vans, automobiles, trucks, and a variety of gasoline and diesel powered construction equipment.
3. Diagnose, maintain and repair electrical system 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.

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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 systems.
7. Repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors and hydraulic and air brakes.
8. Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment; fabricate and modify tools as needed.
9. Diagnose and repair engine cooling systems.
10. Maintain and troubleshoot the on board card systems on all transit fixed line busses.
11. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
12. Perform service calls on job sites or streets to perform minor repairs.
13. Coordinate with other departments for the repair of equipment; respond to questions and complaints from other departments and divisions.
14. Assist in the purchasing of equipment maintenance parts and materials; contact vendors and suppliers to obtain parts and materials as needed; stock materials and supplies as necessary.
15. Oversee the City's fuel program including purchasing gas and maintaining records.
16. Service and perform preventative maintenance on the City's bus wash system.
17. 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.
18. Perform safety inspections on all City vehicles and ensure all repairs have been completed before vehicle is released from garage.
19. Clean shop and properly dispose of discarded mechanical parts and materials; recycle appropriate shop by-products including oil, antifreeze, and oil/fuel filters.
20. Perform routine preventative maintenance of vehicles and equipment.
21. 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:**

Operations, services and activities of a municipal full service equipment maintenance and repair program.  
Operational characteristics of various equipment and tools 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.  
Occupational hazards and standard safety practices necessary in the area of work assigned.  
Principles and procedures of hydraulic systems.  
State laws regulating, emission controls, brakes and lamps.  
Operation and care of internal combustion engines and hydraulic equipment.  
Fuel injection systems on gasoline, compressed natural gas (CNG), and diesel engines.

Computerized electronic diagnostic programs.  
Methods, materials, equipment and tools used in welding and fabrication work.  
Office procedures, methods, and equipment including computers and applicable software applications.

**Ability to:**

Independently perform the most difficult mechanic work including diagnosing, troubleshooting, fabricating, and repairing the full array of vehicles and equipment.  
Use modern, sophisticated test equipment to diagnose and repair automotive equipment.  
Inspect compressed natural gas fuel systems.  
Operate a variety of mechanical equipment in a safe and effective manner.  
Work independently in the absence of supervision.  
Accurately determine mechanical repair needs and estimate the cost and time of repairs.  
Use a variety of maintenance tools and equipment.  
Perform repairs in a timely manner.  
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 instructions.  
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:**

Mechanic I: One year of experience performing minor and major equipment repairs.

Mechanic II: Two years of experience performing minor and major equipment repair duties including experience in the maintenance of both diesel and gas powered equipment.

**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.

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**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, July 2016*