

## CITY OF BIG BEAR LAKE

### MECHANIC I/II

*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, learns to perform and performs skilled and semi-skilled mechanical repair tasks and duties in the service and maintenance of automobiles, trucks, snow plows, tractors, motor sweepers, and other heavy and light power driven City equipment; maintains appropriate work records, including City vehicle repair and 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:**

##### **Mechanic I**

The **Mechanic I** is the entry-level class in the Mechanic class series. This position operates under direct supervision. Positions at the I level perform more routine mechanical maintenance work and progressively learn to perform journey level mechanic work by assisting the Mechanic II. This class is distinguished from the higher class of Mechanic II, which is a journey level class performing the full range of maintenance and repair duties.

##### **Mechanic II**

The **Mechanic II** is the journey level class responsible for performing the full range of maintenance and repair tasks on a variety of vehicles and equipment maintained by the City and operates under general supervision. In addition, they are responsible for implementing and maintaining a preventative maintenance program for automotive, snowplows, generators, and heavy and light power driven equipment, and for ensuring a safe and clean equipment shop. This classification is distinguished from the higher-level class of Public Works Supervisor that exercises day-to-day supervisory responsibilities over a number of Public Works divisions.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Fleet Mechanic I**

Receives immediate supervision from the Public Works Supervisor and may receive technical direction from the Mechanic II during training. Incumbents in this class do not routinely exercise supervision.

##### **Fleet Mechanic II**

Receives general supervision from the Public Works Supervisor. May exercise functional and technical supervision over training personnel.

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

- Learns to perform and performs major mechanical repairs; disassembles, repairs, and replaces worn

parts, fits new parts, and adjusts water and fuel pumps, carburetors, fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gear.

- Tunes engines; takes compression tests; repairs standard and electronic ignition systems and adjusts timing and valves; replaces or adjusts emission control systems; installs new or rebuilt engines.
- Overhauls hydraulic, booster, and vacuum systems; rewires and reconditions electrical systems; performs fabrication, repair, and maintenance welding of equipment; front end alignment and wheel balancing; repairs or replaces exhaust systems, ignition and door locks, window vents and regulators, and dash gauges; lubricates, changes oil and filters, and performs tire repairs on a variety of municipal equipment.
- Keeps records of time, materials, parts, and work performed; determines supplies, materials, parts, and equipment necessary to complete repairs; makes recommendations on the need to replace equipment or vehicles; orders and obtains replacement parts and supplies; orders oil and anti-freeze; monitors fuel; has responsibility for the security, cleanliness, and safety of the maintenance shop; oversees the storage and disposal of hazardous materials; completes required M.S.D.S. documents.
- Works with supervisors and equipment operators to troubleshoot, diagnose, and repair automobiles, trucks, snowplows, heavy equipment, tractors, buses, generators, lawn care equipment, and a variety of hand operated power equipment.
- Responds to in-field service calls throughout the City; test drives or operates a variety of equipment; keeps current on technological changes related to equipment maintenance; performs preventative maintenance inspections on diesel and gasoline powered vehicles and equipment, including tune-ups, frame and chassis lubes, oil and filter changes, inspections of vehicle or equipment drive trains, tires, body, engines, chassis components, and hydraulic systems; lifts vehicles and equipment using a variety of hoisting apparatus.
- Determines needed services and schedules and ensures pick-up and delivery of equipment to vendors; monitors vendor service and inspects all finished contract work.
- Performs diagnosis, repair, and installation of vehicle electrical systems, including batteries, charging systems, aftermarket components, lighting systems, radios, and related 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. Incumbents perform manual labor at high altitude. 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 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents 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, and often work with constant interruptions. The incumbent may be required to work nights and weeks, respond to after hours emergency call-outs and perform routine standby duties.

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 **Mechanic I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Mechanic I**

Two years of mechanical experience in routine maintenance and repair of automotive and/or power-driven equipment; and a high school diploma or equivalent. A trade school certificate or equivalent degree in automotive mechanics is preferred.

**Mechanic II**

Two years of experience performing varied maintenance and repair assignments equivalent to that of a Mechanic I at the City of Big Bear Lake.

**License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Mechanic I and II levels.)*

**Knowledge of:**

Techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, carburetors, and electrical systems; theory, care, and operation of gasoline and diesel powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment; methods, materials, equipment, and tools used in vehicle and public works equipment maintenance and repair; methods and techniques of mechanical and electrical diagnosis; operation and care of internal combustion engines and their components; principles and methods of preventive maintenance; methods, materials, practices, and tools for equipment repair; 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; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Diagnose mechanical troubles and determine appropriate maintenance work; repair and overhaul gasoline and diesel powered equipment and related components with minimum supervision; understand and follow oral and written directions; prepare simple records, such as completing work orders and logging completed work in individual vehicle folders; inspect automotive, emergency equipment, and public works equipment to locate mechanical defects; diagnose mechanical, electrical, and hydraulic problems and determine corrective procedures; perform repair work on diesel and gasoline engines and hydraulic systems; estimate time and materials needed for work; 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; operate various welding and related equipment within six months after appointment.