



June 2008

MECHANIC

DEFINITION

Under general supervision, repairs, services, and performs minor repairs to City police vehicles and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Coordinator. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a full experienced-level class that performs the full range of duties required to ensure that City police vehicles and equipment are maintained in a safe and effective working condition and provide the highest level of safety for staff use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance and repair of vehicles and equipment in a timely manner. This class is distinguished from Fleet Coordinator in that the latter is the supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in fleet maintenance operations and is capable of performing the most complex duties assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Inspects police vehicles and related equipment to locate and determine the extent of necessary overhaul or repair.
- Performs basic repair and preventative maintenance on engines.
- Inspects, adjusts, and replaces necessary units and related parts, including valves, hoses, belts, and alternators.
- Repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Makes basic repairs of motors, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, and hydraulic and air systems, including proper testing and adjustments.
- Performs preventive maintenance work on vehicles including lubrication and oil changes.
- Performs repair work on other City equipment and systems as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Maintains records on maintenance and repair work performed; may drive equipment as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of vehicles and equipment.
- Operation, maintenance and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
- Automotive and equipment servicing and preventive maintenance practices.
- Basic troubleshooting and repair principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Applicable Federal, State, and local laws, codes, and regulations.
- Safety equipment and practices related to the work.
- Safe driving rules and practices.
- Record keeping principles and procedures.
- Basic computer software related to work.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Diagnose and repair a variety of mechanical and electrical problems of vehicles and equipment.
- Read and comprehend schematics, fabricate special bodies, parts, and essentials as necessary.
- Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment.
- Accurately estimate time, materials and supplies necessary to complete repairs.
- Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and equipment.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of responsible experience performing routine repair of automobiles, trucks, or power driven equipment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid class A driver's license with the appropriate endorsements and satisfactory driving record.
- Possession of, or ability to obtain, a Department of Environmental Quality Emissions Certificate.
- Possession of, or ability to obtain, a Department of Environmental Quality/Environmental Protection Agency Refrigerant Certificate.
- Possession of a valid A.S.E. Certificate for autos is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment, and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina, and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.