



# City of Watsonville

## Job Description

**JOB TITLE:** Equipment Mechanic I

**DATE APPROVED:**

**DEPARTMENT:** Public Works and Utilities

**SUPERSEDES:** February 2007

**REPORTS TO:** Supervising Equipment Mechanic

**SUPERVISION:** None

**EMPLOYEE UNIT:** OE3

**FLSA:** Non-Exempt

### JOB SUMMARY:

To service and perform preventative maintenance on City automotive and mechanical equipment; and to assist mechanics in mechanical repair work. Employees in this classification receive general supervision within a framework of standard policies and procedures.

### DISTINGUISHING CHARACTERISTICS

This job class is responsible for maintaining safe vehicle operating conditions and assisting mechanics with the repair/servicing of City vehicles and equipment. This classification operates at an apprentice level of classification.

### EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Follows a preventative maintenance schedule to assure City vehicles and equipment are in good repair
- Assists mechanics in performing mechanical maintenance and repair work as assigned
- When assigned, remove, install, and maintain add-on equipment such as racks, winches, bumpers, toolboxes, etc.
- Fills gas tanks; adds and changes oil, lubricates vehicles inspects and fills gear boxes with lubricant
- Washes and steam cleans vehicles and parts
- Test drive and perform safety inspections on vehicles and ensure all repairs have been completed
- Checks and replaces batteries, battery cables, fan belts, air filters, oil filters, wiper blades, and other parts
- Changes, repairs, and balances tires
- Services transmissions; changes filter and fluid
- Inspects and repairs minor electrical problems
- Inspects vehicles for worn or loose parts; checks for hydraulic and exhaust leaks; inspects and/or replaces brake pads and shoes
- Brings need for repairs to the attention of the Equipment Maintenance Supervisor

- Keeps records of parts used and labor performed; maintains inventory of fuel and oil
- Picks up and delivers vehicles and parts
- Maintains the equipment shop in neat, clean, and orderly condition
- Accurately record all maintenance and repairs in a computerized fleet management system; make detailed notes on maintenance and repairs in a fleet management system
- Performs related duties similar to the above in scope and function as required

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Basic automotive principles including maintenance and repair of vehicles and equipment, brake work, and electrical systems theory
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field
- Oils, gases, lubricating devices, and other tools and materials used in servicing equipment
- Methods and materials used in cleaning and washing automotive equipment
- Safe work practices

### **Ability to:**

- Lubricate a wide variety of mechanical equipment
- Diagnose operating problems in vehicles and equipment, and recommend or complete needed repairs
- Maintain basic time, mileage, and servicing records
- Read manufacturer's lubrication charts
- Identify automotive parts and supplies
- Effectively and tactfully communicate in both oral and written forms
- Operate City equipment
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Provide and maintain the basic tools necessary to perform the work above

## **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

### **TRAINING AND EXPERIENCE:**

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

- One year of experience involving the servicing or performance of minor mechanical automotive maintenance

### **LICENSE & CERTIFICATION:**

- Possession of a valid California Class C driver's license and a safe driving record
- At least one (1) Automotive Service Excellence (ASE) certification in the area of Automotive or Medium/Heavy Truck within six months of date of hire