

City of Watsonville



Job Description

JOB TITLE: Equipment Mechanic III

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 2007

REPORTS TO: Supervising Equipment Mechanic or Vehicle and Equipment Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of inspection, diagnosis, repair, and maintenance work on a variety of gasoline and diesel powered vehicles and other equipment in the City's automotive and equipment repair facility.

DISTINGUISHING CHARACTERISTICS:

This job class functions at a master level of classification and requires technical knowledge and skill in the mechanical trade. This job class may train, direct, and monitor the work of others in a lead capacity in the accomplishment of specific projects as assigned. This job class performs advanced journey level more difficult maintenance and repair assignments related to automotive, construction, and other power driven equipment.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Performs skilled maintenance and repair work on gas and diesel powered vehicles and other equipment to include automobiles, trucks, tractors, backhoe, loader, grader, and mowers
- Inspects and diagnoses automotive and mechanical defects, and determines corrective action required to repair such defects
- Determines and orders necessary parts, tools, and equipment to complete job
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches
- Performs automotive electrical and computer control system inspection and repair work
- Tunes-up engines, replaces ignition parts, and cleans and adjusts carburetors
- Replaces or repairs faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment
- Repairs and replaces such components as generators, distributors, relays, lights, and switches, air brakes, air valves, shoes and drums
- Performs front-end alignments and repairs
- Repairs and adjusts gasoline generators, water pumps, and air compressors

- Transforms automobiles into police cars; installs equipment such as lights, push bars, gun racks, etc.
- Weld metals, using electric arc, mig, tig, and acetylene welding equipment in the shop or at field work sites
- Performs welding work to adapt or fabricates parts and equipment
- Carries out a preventative maintenance program
- Changes and repairs tires; re-aligns wheels
- Maintains work, time, and materials records
- Makes field and emergency repairs as necessary
- May train other shop personnel as assigned
- Performs related duties similar to the above in scope and function as required
- Perform the more difficult and skilled maintenance and repair assignments
- Trains and instructs employees in proper and safe methods and practices of vehicular repair and maintenance and equipment operation
- As assigned, provide guidance, mentoring, and training to Equipment Mechanic I and II incumbents
- Inspects, diagnoses, and repairs automobiles, diesel and gasoline trucks, construction equipment, tools, and other power-driven equipment
- Diagnoses, schedules, and repairs fire apparatus problems
- Writes repair orders; uses computer to track status of repair orders, monitors vehicle maintenance records, and generates a variety of related reports
- Fabricates parts and equipment; operates electrode, arc, wire feed, and oxy-acetylene welders
- Makes emergency repairs on equipment in the field or shop
- Performs periodic safety inspections on large trucks; works with police officers who perform random inspections; corrects cited information
- Oversees execution of a preventative maintenance program; maintains work, time, and materials records
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EMPLOYMENT STANDARDS

Knowledge of:

- Procedures and practices related to the operations of an equipment maintenance and repair shop
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and other power-driven equipment, including diesel equipment and hydraulic systems, Heating, Ventilation, and Air Conditioning (HVAC) safety related systems, and applicable safety requirements
- The operation and care of internal combustion engines and their components
- Uses of equipment shop tools and equipment
- Computerized automobile emission control systems
- Methods used in electric-arc and acetylene welding
- Stationary and portable generators and bucket trucks
- Safe work practices

Ability to:

- Inspect automotive and other power-driven equipment to locate malfunctions and estimate the time and cost of repairs
- Perform minor and major mechanical repairs on automotive, construction, and other power-driven equipment
- Use and care for a variety of tools and special equipment with skill and safety
- Maintain shop and repair records
- Perform specialized repair work on diesel engines and hydraulic systems
- Provide and maintain the basic tools necessary to perform the work above
- Understand and follow oral and written directions in an independent manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Assist with the general administration of equipment shop functions
- maintain good public relations with people contacted during work assignments

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:

- Five (5) years of experience as a vehicle and equipment mechanic overhauling, diagnosing, repairing, and maintaining a wide variety of vehicles, motorcycles, and equipment

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- Obtain a Class B California driver's license within 12 months of hire
- Tank, air brakes, and/or Hazmat endorsement(s) highly desirable

- At least two (2) Automotive Service Excellence (ASE) certifications in the area of Automotive or Medium/Heavy Truck within six months of date of employment. ASE Masters certification in Automobile and/or Medium/Heavy Truck highly desirable