



MECHANIC SENIOR MECHANIC

DEFINITION

Under direct supervision, performs maintenance and repair of the City's general and public safety vehicles and equipment.

SUPERVISION EXERCISED

None as a Mechanic. Senior Mechanic provides functional and technical supervision over Mechanic.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Maintain, repair and modify vehicles and equipment, including police and fire vehicles.

Maintain inventory of parts, supplies and equipment necessary to repair and maintain the fleet.

Maintain vehicles and equipment in accordance with preventive maintenance schedule.

Periodically inspect vehicles and equipment to determine maintenance/repair necessity.

Participate in major fleet maintenance activities including engine overhaul, transmissions and related assemblies.

Installation radio, computerized monitoring systems and other post-factory equipment in public safety and other vehicles.

Dispose of hazardous materials such as motor oil and other fluids.

Fulfill work orders and work assignments.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in the classification of Mechanic do not perform detailed administrative, budget, scheduling, vehicle, supplies, equipment and materials purchasing work or train, supervise and evaluate staff. Incumbents in the classification of Senior Mechanic may perform some administrative duties at the direction of the Fleet Maintenance Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment and supplies used in fleet repair and maintenance.

Standard safety practices required in fleet maintenance and disposal of hazardous materials.

Record keeping and reporting.

Ability and Skill to:

Repair and maintain a variety of motorized vehicles and equipment.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Comply with Federal, State and local laws and City policies, procedures and codes applicable to fleet maintenance.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

Mechanic: High school diploma and three (3) years increasingly responsible experience in vehicle and equipment maintenance and repair. Certificates for vehicle and equipment maintenance and/or AA highly desirable.

Senior Mechanic: In addition to the above, four (4) years experience as a Mechanic.

LICENSE OR CERTIFICATE

Possession of a valid Class B California Driver's License with tanker endorsement and a good driving record. Certifications for vehicle and equipment maintenance highly desirable.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in fleet maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.