Date Adopted: 6/13/06

CITY OF GLENDORA MECHANIC

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs a variety of general, skilled or semi-skilled duties in the servicing, repair, and adjustments of automobiles, trucks, construction equipment, and other related equipment powered by gasoline, diesel and alternate fuel; performs related duties as required.

CLASS CHARACTERISTICS

This is the journey level class in the Mechanic series. Incumbents are expected to perform assigned activities without detailed instruction as to specific procedures to be followed. Positions in this class may also be expected to assist in the training of less experienced personnel.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Examines and locates mechanical defects in a wide variety of vehicles and construction equipment; diagnoses trouble and determines the extent of necessary repairs. (b c d e j k l m n o)
- 2. Performs major mechanical repairs; disassembles, repairs, and replaces worn parts, fits new parts, and adjusts water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gear. (b c d e g h i j k l m n o)
- 3. Tunes up engine; 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; repairs air-conditioning systems and performs safety inspections on equipment. (b c d e g h i j k l m n)
- 4. Overhauls hydraulic, booster, and vacuum systems; rewires and reconditions electrical systems. (b c d e g h i j k l m n)

Repairs or replaces exhaust systems, ignition and door locks, window vents and regulators, and dash gauges. (b c d e g h i j k l m n)

5. Services, repairs, and maintains power lawn mowers, small gasoline engines, pumps, and miscellaneous equipment and tools. (b c d e g h i j k l m n o)

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6. May use arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; performs basic body repair work and machine shop work; fabricates special construction and maintenance equipment. (b c d e g h i j k l m n)

7. Keeps records of time, materials, parts, and work performed; orders supplies, materials, parts, and equipment; makes recommendations on the need to replace equipment or vehicles. (a b c d e f i o)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Work productively in the absence of supervision.
- c. Perform journey-level equipment mechanical work including troubleshooting of equipment for both major and minor repair work.
- d. Accurately determine mechanical repair needs and estimate cost and time of repairs.
- e. Understand and carry out oral and written directions.
- f. Establish and maintain effective working relations with those contacted in the course of work.
- g. Perform minor and major mechanical work on equipment.
- h. Use a variety of tools and equipment with skill.
- i. Maintain a variety of shop and repair work orders/records.
- j. Understand, explain and apply policies and procedures.
- k. Lift 90 pounds on a regular basis.
- I. Diagnose mechanical troubles and determine appropriate maintenance work.
- m. Work safely.
- n. Assure that all serviced equipment is safe to operate before releasing from shop.
- o. Safely operate vehicles.

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MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

1. Operates the vehicle maintenance computer program in the absence of supervisory personnel.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Specialized training in the maintenance and repair of gas and diesel powered equipment and one year of experience in the maintenance of both diesel and gasoline powered equipment.

Knowledge and Skill Levels

Considerable 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, tools, and equipment of the trade, including brake and metal lathes, air conditioning recovery equipment, vehicle diagnosis equipment, welding equipment, tire mounting and balancing equipment and their use in the maintenance and repair of mechanical equipment; preventive maintenance inspection methods.

Special Requirements

Possession of or ability to obtain during probationary period a Class B California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a shop environment, with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain, extended hours including evenings and weekends.

<u>Physical</u>: Primary functions require sufficient physical ability to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weight; operate assigned equipment and vehicles;

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verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006