



JOB DESCRIPTION

Mechanic

Date Prepared: March, 2020

SUMMARY: Under general supervision, performs preventive maintenance and apprentice level repairs to City vehicles, fire apparatus, powered tools, and specialty support equipment. Assists/oversees vehicle and equipment repair work of junior mechanics; performs other duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Communicate/coordinate with the Lead Mechanic on all assigned tasks.
- Perform road tests and operate fleet assets to assess problems and identify necessary repairs.
- Lubricate vehicles and equipment.
- Repair and replace automotive, commercial, and equipment tires.
- Refuel vehicles, steam clean engines, wash, and detail vehicles and equipment.
- Track assigned work on a daily basis.
- Perform repairs on gas, diesel, and propane engines.
- Inspect, diagnose, and repair mechanical defects on all City motorized, towed, and fire equipment.
- Perform repair work on drive train, steering, hydraulic, electrical, suspension, air compression, and air/hydraulic/electric brake systems.
- Perform scheduled maintenance to CNG refueling stations, remove and replace compressors.
- Respond to vehicle, equipment and fuel station breakdowns after normal working hours.
- Perform scheduled maintenance.
- Perform upfit/retrofit work, as necessary.
- Perform general and advanced diagnoses.
- Complete minor or major repairs to systems and components.
- Accurately apply diagnostic procedures.
- Disassemble components, and repair/replace defective parts.
- Read and interpret codes, work orders, and repair manuals.
- Utilize computer software programs.
- Conduct vehicle safety inspections.
- Respond to dispatches for field work and complete emergency field repairs.
- Respond to non-duty emergencies.
- Provide training and assistance to less experienced staff.
- May be required to pick-up and deliver vehicles, equipment and replacement parts.
- Maintain shop equipment and work areas.
- Maintain time and update maintenance records.

- Maintain a repair parts inventory.
- Communicate with manufacturers and vendors to research and order parts and locate repair information.
- May serve as a liaison with County staff regarding vehicle and equipment maintenance.
- Attend safety meetings and technical training classes.
- Perform all tasks in accordance with applicable federal and state safety standards.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School diploma OR GED equivalent AND four years of experience in the maintenance and repair of vehicles, heavy equipment within a municipal maintenance operation OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Ability to obtain a Class “A” or Class “B” Commercial driver’s license with tanker and air brake endorsements within nine (9) months of employment (License requirement will be determined by the Fleet Supervisor).
- Forklift Operator certification to be obtained within six (6) months of employment.

Knowledge of:

- Principles and practices of vehicle, equipment, and powered tool maintenance and repair.
- Principles and practices of the maintenance and repair of mechanical, electrical, and computerized systems within vehicles and equipment.
- Shop operations, priority-setting, organization, time management, problem solving, and record keeping.
- Automated work order systems, vehicle history records, and repair parts inventories.
- Federal Motor Safety Regulations.
- Legal in service criteria for commercial vehicles.
- Hazardous materials handling.
- Safety practices and procedures.

Skill in:

- Providing efficient customer service and communicating clearly and objectively, verbally and in writing.
- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Organizing and prioritizing work.
- Interpreting oral and written instructions.
- Meeting deadlines.
- Electronic record keeping.
- Reading and understanding technical manuals, blue prints, schematics, wiring diagrams, technical service bulletins, and parts catalogs.
- Operating testing and measuring equipment.
- The use of data resources and network-based support programs.
- Using shop equipment, including hand tools, power tools, and, diagnostic equipment.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, county officials, and vendors.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in a variety of environmental conditions, indoors and out, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction, and have the ability to read printed material the size of typewritten characters, and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be able to lift heavy loads up to 75 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

Department Head

Date

Personnel Officer

Date