

MECHANIC/MECHANIC-LEAD

I. Position Identification:

- A) Title: Mechanic/Mechanic-Lead
- B) Bargaining Unit: Public Employees Union, Local #1
- C) Customary Work Hours: 7:00 a.m. to 3:30 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports to: Fleet Maintenance Supervisor
- F) Directs the work of: None; however, the Mechanic-Lead is considered a lead position.
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skills outlined below is qualifying. A typical way of gaining the required knowledge and skills is:

Mechanic:

Education: Completion of formal or informal education sufficient to assure the ability to read and write at a level required for successful job performance supplemented by course work in mechanical maintenance.

Experience: Three (3) years of recent, full-time journey level experience in making minor and major repairs to a variety of automotive and heavy power-driven equipment. ASE certified in brakes and air conditioning for automotive and heavy-duty equipment/vehicles is desired.

Mechanic-Lead:

Education: Completion of formal or informal education sufficient to assure the ability to read and write at a level required for successful job performance supplemented by course work in mechanical maintenance.

Experience: Five (5) years of recent, full-time journey level experience in repairing and major repairs to a variety of automotive and heavy power-driven equipment, or two (2) years of experience as a Mechanic for the City of Yuba City.

H) Licenses and/or Certifications required:

Mechanic/Mechanic-Lead: Possession of a valid, appropriate California Class C driver's license with valid motor vehicle insurance is required. Possession of a valid California Class A driver's license with P endorsement must be obtained within twelve (12) months of hire. An Emergency Vehicle Technician certification is desirable.

II. FLSA Status: Non-Exempt

III. Position summary:

Under general supervision, performs service and mechanical repairs and adjustments on automotive and other power-driven equipment and performs other related work as required.

Mechanic:

This is a journey-level position; incumbents independently perform the full range of skilled mechanical maintenance functions, and collaborate with other team members in assigned preventive maintenance and mechanical repairs on a variety of automotive and power-driven equipment.

Mechanic-Lead:

This is the lead position; incumbents function as team leader for designated work projects and must be capable of performing all facets of diagnostic, preventive maintenance, and more complex repair work. Incumbents work under limited supervision.

IV. Essential Functions:

Incumbent may be assigned to varying work schedules, weekend work, and be called back to work as needed by the City.

1. Inspect and diagnose mechanical problems on City automobiles, trucks, tractors, sweepers and other mechanical equipment.
2. Determine extent of necessary repairs; estimate costs.
3. Perform all phases of automotive and heavy equipment repairs, including tune-ups, hydraulic trouble shooting and repairs, tire repairs, welding, electrical diagnostics and repair, painting, brake work, engine diagnostics, smog certifications, safety inspections, general servicing, oil changes, and lubrications.
4. Make major repairs to include complete overhauls on engines, transmissions, differentials, and gearboxes; maintain a clean and orderly work area.
5. Maintain records and logs of services performed and general vehicle information; maintain inventory of repair parts.
6. Develop and maintain positive public relations with emphasis on customer service.
7. Carry out the mission of the City and the Department and adhere to the City and departmental organizational values. Serve on employee task forces and committees.

Mechanic-Lead – Additional Functions:

8. Provide lead direction, on-the-job orientation, and training to other workers.
9. Review work to verify compliance to standards and regulations.
10. Participate in the development and review of bid specifications and other basic purchasing functions in accordance with the City's Purchasing Policies and Procedures.

V. Job Related and Essential Qualifications:

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- The tools, equipment and procedures used in the maintenance and repair of automotive, construction equipment, parks maintenance equipment, and public safety vehicles.
- Principles and methods used in a preventative maintenance program.
- Safety and practices related to mechanical repairs, including appropriate Personal Protective Equipment.
- Record keeping practices related to mechanical repairs.
- Safe driving and work practices.
- Applicable standards, codes, and regulations.

B. Skill in:

- Inspecting and performing minor and major repairs on automotive and a variety of power-driven equipment.
- Preparing estimates of cost and time required for repairs.
- Following oral and written directions, preparing reports, and maintaining accurate records, including reading and interpreting technical automotive and equipment manuals.
- Using a variety of tools and equipment including lathe, tire mounting machine, spin-balancer, vehicle hoists, wire feed, gas and stick welder, engine

analyzer/scanner and other tools and equipment associated with the professional operation a vehicle repair facility.

- Interpreting and applying oral and written instructions.
- Using initiative and independent judgment.
- Establishing and maintaining cooperative working relationships with City employees.
- Demonstrating continuing effectiveness in maintaining the knowledge and skills requirements of this position.
- Coordinating multiple projects and meeting deadlines.

C. Ability to:

- Meet the physical, mental, and environmental demands of the job.
- Prepare reports and efficiently maintain accurate records.
- Keep abreast of new products, procedures, and changing technology.
- Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
- Maintain departmental records.
- Recognize, prioritize and accomplish needed tasks.
- Interact with the public effectively and courteously.
- Use a personal computer and job-related software applications.
- Identify with Department and City goals and objectives and understand City priorities and needs.
- Establish and maintain cooperative working relationships with co-workers and the general public.
- Maintain regular and predictable attendance.
- Operate under pressure and meet deadlines.

Mechanic-Lead – Additional Qualifications:

A. Knowledge of:

- Basic principles and practices of lead supervision, work oversight, and skills training.
- Establishing effective working relationships with others.

B. Skills in:

- Using initiative and sound independent judgment.

C. Ability to:

- Assign work projects and tasks, monitor work in progress, and successfully adhere to established timelines and schedules.
- Evaluate alternative solutions and develop and present recommendations.

VI. Physical Demands:

NOTE: Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

1. Requires the ability to work safely indoors and outdoors in all weather.
2. Requires ability to lift, push, pull, and/or carry objects up to 50 pounds without assistance.
3. Requires ability to work on slippery and uneven surfaces.
4. Requires frequent bending over vehicles, stooping, working on knees, working with hands overhead, working in awkward positions.
5. Requires vision capacity to perform fine calibrations and differentiate between colored wires.
6. Requires hearing capacity sufficient to understand conversations.
7. Stand, climb and walk for extended periods.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Demonstrate a high level of integrity.
3. Operate under deadlines.
4. Be organized and capable of managing projects to schedule.
5. Possess a valid California driver's license.

VII. Environmental Conditions:

1. Working conditions in the field are subject to variations in temperatures, humidity and can include high wind, rain, dust, and other contaminants.
2. Working conditions in the maintenance bay are well-lit and free from extremes of temperature and humidity.

VIII. Other Duties and Requirements:

This class description lists the major duties and requirements of the job and is not all inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.