VALLECITOS WATER DISTRICT

MECHANIC

DEFINITION

Under general supervision, performs minor and major repairs, routine and special maintenance tasks, and overhauls heavy and light trucks, construction equipment, automobiles, other vehicles, small gasoline engines, and similar equipment; operates a variety of hand, power, and shop tools; performs related duties as required.

CLASS CHARACTERISTICS

This is a skilled, journey level class capable of performing complex repairs and preventative maintenance to various types of heavy equipment and District vehicles. The incumbent performs the full range of mechanical maintenance and repair duties on fleet vehicles. This position is distinguished from the Mechanical/Electrical Supervisor, which is responsible for the department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Overhauls, repairs, and maintains a wide variety of trucks and heavy equipment and their component systems and computerized automotive systems; troubleshoots, diagnoses, and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, and gaskets;
- Diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical, and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators/alternators, voltage regulators, wiring, switches, batteries and radiators, thermostats, and water pumps;
- Diagnoses, repairs, and overhauls transmission systems including such parts as clutches, standard transmissions, differential units, front and rear axles, gears, bearings, universal joints, and hydraulic units; removes, repairs, and replaces tires and wheels; diagnoses, repairs, and adjusts steering mechanisms and other controls;
- Utilizes the CMMS to generate work orders and purchase requisitions; enters applicable data tracking for preventative maintenance and equipment repair;
- Performs preventive maintenance on construction equipment, trucks, automobiles, and other vehicles and equipment including oil changes and lubrications according to pre-established schedule; fuels vehicles and equipment; road tests vehicles; inspects vehicles in the shop and field; modifies, fabricates, and installs new parts using welding equipment; maintains and repairs small gasoline engines and similar equipment;
- Reads and interprets manuals, drawings, and specifications; estimates labor, material, and equipment and orders parts required to complete assignments; makes oral and written reports of work performed; completes forms and keeps accurate maintenance records;
- Stores, maintains records, and reports the need for disposal of hazardous waste materials such as oil, tires, batteries, and other supplies and equipment related to the work;
- Uses and maintains a full set of hand, power, and shop tools and equipment related to the work; utilizes safety equipment related to the work;
- Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Methods, techniques, parts, tools, and materials used in the maintenance and repair of diesel and gasoline powered vehicles;
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field;
- Safe work methods and safety regulations pertaining to the work;
- Shop mathematics.

Ability to:
- Diagnose and repair a wide variety of diesel and gasoline powered vehicles and equipment;
- Operate and maintain a wide variety of hand, power, and shop tools and equipment used in the work;
- Understand and follow oral and written instructions;
- Estimate necessary materials and equipment to complete assignments;
- Exercise independent judgment and initiative without close supervision;
- Prepare basic records and reports;
- Read and interpret manuals, specifications, and drawings;
- Establish and maintain effective working relationships with other employees and those contacted in the course of the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: equivalent to graduation from high school or technical trade school, and; four years of experience in the maintenance and repair of vehicles or heavy construction equipment.

Licenses, Certificates, and Special Requirements

- Possession of a Class A California driver's license (with tanker endorsement);
- Must be able to drive vehicles with manual and automatic transmissions.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to grasp and feel; reach with hands and arms; stand, walk, and sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 50 pounds and must occasionally exert up to 100 pounds of force. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in fleet shop environment, with limited time spent outdoors exposed to sun; works in or around areas with minor amounts of dust. Employee frequently exposed to oil or grease. Employee occasionally: works in confined or cramped positions; gets part of the body and/or clothing wet; exposed to unusually loud sounds. Some work done on ladders or surfaces 4 – 12 feet above ground; some work with tools causing minor strain or vibration; some potential electrical shock exposure. Infrequent exposure to common allergy-causing agents.

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I have reviewed this Job Description with my Supervisor and agree with its contents.

________________________________________ ______________________________
Employee Signature Date

________________________________________ ______________________________
Supervisor Signature Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.