

City of Imperial Beach
POSITION DESCRIPTION

Title: **Mechanic I**
Department: **Public Works**
Division: **Fleet**

GENERAL PURPOSE

Under immediate supervision, to perform a variety of semi-skilled mechanical work involved in diagnosing, repairing and maintaining a variety of City light and heavy gasoline and diesel power-driven equipment and vehicles; to perform routine preventive maintenance and repair on vehicles and equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Works under the direction of the Fleet Supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform routine fluid checks on vehicles and equipment including oil, transmission, brake and related fluid levels; replace as required.

Assist in diagnosing, repairing and adjusting a variety of systems on light and heavy equipment and vehicles including computer control systems, fuel injection systems, antilock brake systems, electrical systems, hydraulic systems, air conditioning systems, fuel management systems, transmissions, steering and suspension components, clutches and engine sensors.

Inspect motorized and mechanical equipment; diagnose problems and determine extent of necessary repairs; perform routine preventive maintenance; test and repair starters and recharge batteries.

Assist in the overhaul and repair of engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps; fit and adjust bearings; install axles and wheels.

Test and repair starters and alternators; recharge batteries.

Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.

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Tune-up engines by replacing ignition parts; recondition and adjust carburetors, fuel injection systems and propane fuel systems; repair and maintain emission control systems

Repair adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.

Inspect, test and replace tires as required.

Conduct parts inventory, maintain records of vehicles and supplies.
Operate and repair shop equipment, clean and maintain assigned work area; dispose of hazardous materials according to established procedures.

Performs other related duties and responsibilities as required.

PERIPHERAL DUTIES

May serve as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

At least two (2) years of automotive maintenance and repair experience is desirable.

Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive maintenance and repair or a related field.

Possession of a valid Class B California Driver's License with a safe driving record.

KNOWLEDGE OF:

- Basic operating, repair and overhaul characteristics of diesel and gas engines.
- Basic operating and repair characteristics of a wide variety of light and heavy equipment systems including electrical, hydraulic, braking, air conditioning, fuel, ignition, steering, suspension and transmission.
- Shop mathematics.
- Principles and practices of record keeping.
- Methods and techniques of preventive maintenance.
- Tools, equipment, and procedures used in the overhaul, repair and adjustment of gas and diesel powered equipment.
- Operational characteristics of a wide variety of automotive, light and heavy equipment.
- Operation and care of internal combustion engines.

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- Methods, materials, equipment and tools used in routine welding and fabrication work.
- Safe work practices.
- Occupational hazards and standard safety practices.

ABILITY TO:

- Perform preventive maintenance and repair on various heavy and light equipment and vehicles.
- Learn current methods, equipment, tools and materials used in the diagnosis, overhaul, repair and maintenance of gas and diesel powered equipment and vehicles.
- Learn and apply pertinent Federal, State and local codes, laws and regulations.
- Learn to perform a full range of equipment maintenance tasks with minimal supervision.
- Use and operate a variety of tools and testing equipment in a safe and effective manner.
- Maintain a variety of shop and repair records.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

TOOLS AND EQUIPMENT

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical systems work; mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for minor repairs.

Routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer calculator, phone, mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The

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employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Shop environment; exposure to noise, dust, grease, smoke, fumes, and gases.

Incumbents may be required to travel outside City boundaries to attend meetings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.