

MECHANIC/EQUIPMENT SERVICE WRITER

DEFINITION

To perform mechanical repairs and maintenance on light and heavy duty vehicles and equipment; to provide assistance and advisement in the prioritization of service and work flow and development of files and systems for maintenance of fleet records; to provide recommendations regarding acquisition, use and disposition of City vehicles and equipment; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Mechanic/Equipment Service Writer class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform mechanical repairs and maintenance on light and heavy-duty vehicles and equipment, including both field repairs to broken equipment as well as calendared pre-scheduled inspections, testing, repairs, tune ups, overhauls, maintenance and replacements; coordinate with outside vendors and customer users; research and purchase parts including tires as needed.

Prioritize service and workflow, development of files and systems for maintenance of fleet records.

Provide recommendations regarding acquisition, replacement, use and disposition of City vehicles and equipment; ensure compliance with record keeping requirements for State, Federal and local regulations; log and track repairs; maintain other fleet maintenance records including work orders, parts used and warranty records.

Serve as liaison with City staff and outside vendors as it relates to the repair and maintenance of City vehicles and equipment.

Weld and fabricate parts for trucks, trailers and vehicles including for additional tool storage, as needed.

Comply with all safety requirements and precautions in performing mechanical work; dispose of hazardous waste and materials in accordance with requirements.

Road test vehicles as necessary after repairs are complete; pick up and deliver vehicles to other locations as needed.

Provide technical guidance to less experienced staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, tools and techniques used in the repair and maintenance of a variety of automotive and mechanical equipment.

Operating principles of gasoline and diesel engines and mechanical repair of light and heavy trucks and construction equipment.

Methods, materials, paint, tools and techniques used in repair, maintenance, welding and fabrication of a variety of municipal equipment.

Use and care and methods of use of tools used in the workplace including heavy shop equipment and hydraulic equipment and tools used in electric and gas welding.

Occupational hazards and standard safety precautions necessary in performing mechanical work and safe and efficient work practices and procedures including the safe and proper disposal of hazardous waste and materials.

Computer record keeping and reporting procedures, purchasing procedures, forms and techniques.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Independently perform mechanical repairs and maintenance on light and heavy-duty vehicles and equipment

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Provide assistance and advisement in the prioritization of service and workflow, development of files and systems for maintenance of fleet records.

Provide recommendations regarding acquisition, use and disposition of City vehicles and equipment.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of responsible journey level automotive or equipment mechanic, including experience in both heavy construction and light vehicle maintenance experience. Experience with data input and retrieval from a computer system is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in automotive repair.

Completion of a recognized apprenticeship in vehicle equipment repair is highly desirable

License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

ASE (National Institute of Automotive Service Excellence) as a master technician is highly desirable and will be required to obtain prior to completion of probationary period.