

**EQUIPMENT MECHANIC I
EQUIPMENT MECHANIC II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Equipment Mechanic I) or general supervision (Equipment Mechanic II), performs a variety of skilled duties involved in performing minor and major maintenance and repair work on automobiles, trucks, buses, motorcycles, tractors, mowers, and other heavy and light equipment; inspects, diagnoses, overhauls, repairs, and adjusts engines, transmissions, and related vehicle systems and components; services and performs preventive maintenance duties on a variety of vehicles and equipment; and maintains a variety of records including City vehicle repair and inventory documents.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I – This is the entry level class in the Equipment Mechanic series performing routine and less complex mechanical duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Equipment Mechanic II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Equipment Mechanic II – This is the full journey level class within the Equipment Mechanic series. Employees within this class are distinguished from the Equipment Mechanic I by the performance of the full range of duties as assigned including the more complex mechanical repairs and providing training to less experienced Equipment Mechanics. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Equipment Mechanic I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform skilled equipment maintenance duties including troubleshooting and repairing automobiles, trucks, buses, motorcycles, tractors, mowers, and other heavy and light equipment.

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2. Perform preventive maintenance inspections and servicing including inspections of vehicle or equipment drive trains, tires, body, gas and diesel engines, chassis components, and hydraulic systems; perform tune-ups, frame and chassis lubes, and oil and filter changes.
3. Overhaul engines, transmissions, clutch assemblies, differentials, carburetors, fuel injection systems, hydraulic valves and pumps, and generators.
4. Remove, repair, and reinstall external engine components such as belts, alternators, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps, and miscellaneous filters.
5. Perform diagnosis, repair, and installation of vehicle electrical systems including batteries, charging systems, aftermarket components, lighting systems, computer system components, and switches such as relays, remote switching systems and solenoids.
6. Remove, repair, and install chassis or frame components including shocks, struts, spindles, bushings, brake assemblies such as drums, rotors, and wheel and master cylinders, fuel tanks, and steering components.
7. Conduct emergency repair work on vehicles and equipment in the field; transport equipment between locations as necessary.
8. Perform fabrication and welding to include MIG, arc, and gas welding and cutting.
9. Maintain vehicle maintenance and repair records and accurate inventory control records in accordance with the California Highway Patrol vehicle code and BIT (biannual inspection of terminals) programs.
10. Maintain and repair shop equipment; clean and maintain assigned work area; dispose of hazardous materials according to local, state, and federal regulations.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a fleet maintenance and repair program.
- Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas and diesel powered equipment and vehicles.
- Principles of gasoline and diesel powered engine mechanics as applied to the maintenance and repair of automotive and construction equipment.
- Operating and repair characteristics of hydraulic systems.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Methods and techniques of metal fabrication and welding.
- Principles and procedures of record keeping.
- Shop mathematics.
- Occupational hazards and standard safety practices.

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- Basic office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Perform a variety of equipment maintenance work in diagnosing, troubleshooting, and repairing vehicles, equipment, and components.
- Safely and effectively operate a variety of power and hand tools used in diagnosing, maintaining, and repairing heavy and light vehicles and equipment.
- Diagnose defects in automotive equipment; operate a variety of technical diagnostic equipment used on automotive equipment including computerized automotive diagnostic equipment.
- Perform a variety of fabricating and welding work.
- Maintain a variety of shop and repair records and logs.
- Estimate time, materials, and cost for repair work.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, schematics, plans and specifications.
- Observe safety principles and work in a safe manner.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate office equipment and various software programs as required using computers or other types of hand held devices.
- Exercise good judgment and initiative in work functions.
- Understand and follow complex verbal and written directions and instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Equipment Mechanic I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in automotive and equipment maintenance and repair.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Must obtain an appropriate Class A driver's license with Tanker Endorsement within six (6) months of appointment.

Must obtain an appropriate M-1 driver's license to operate a motorcycle within one year of appointment.

Equipment Mechanic II

Education/Training:

Equivalent to completion of the twelfth grade.

Experience:

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Three years experience in automotive, diesel and heavy equipment maintenance and repair comparable to an Equipment Mechanic I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of an appropriate Class A driver's license with Tanker Endorsement.

Possession of an appropriate M-1 driver's license to operate a motorcycle.

Possession of an air conditioning service license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an equipment maintenance shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: August 26, 2004; April 2014; September 2016

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.