

# CITY OF REDWOOD CITY EQUIPMENT MECHANIC I EQUIPMENT MECHANIC II

## **DEFINITION**

To make minor and major mechanical repairs to automotive, diesel and other power-driven equipment; perform routine maintenance and servicing; and perform specialized mechanical and fabrication work as required.

## **DISTINGUISHING CHARACTERISTICS**

**Equipment Mechanic I:** This is the entry level in the Equipment Mechanic class series. Positions in this class perform mechanical repair work of a routine to moderately complex nature, working under the guidance and training of more experienced mechanics. Generally, mechanics in this class are not familiar with the full range of City-owned equipment and vehicles but are able to perform skilled mechanical work on automobiles and other common equipment.

**Equipment Mechanic II:** This is the full journey level in the Equipment Mechanic class series. Positions assigned to this class perform the full range of journey level automotive and equipment maintenance work typically assigned to Equipment Mechanics. In addition, an Equipment Mechanic II assumes responsibility for providing training for Equipment Mechanic I's and regularly performs the most complex maintenance and repair work in the shop.

## **SUPERVISION RECEIVED AND EXERCISED**

### **Equipment Mechanic I**

Receives immediate supervision from higher level personnel progressing to general supervision with experience and training.

No supervision is exercised over others.

### **Equipment Mechanic II**

Receives general supervision from the Fleet & MSC Superintendent Manager.  
Receives functional supervision from the Equipment Operations Leader and/or Lead Equipment Mechanic.

Technical supervision is provided to entry level mechanics and Equipment Service Worker personnel.

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**EQUIPMENT MECHANIC I-II (*Continued*)**

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**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Inspect, diagnose and locate mechanical difficulties on City automobiles, trucks and a variety of diesel and gasoline powered maintenance and construction equipment.

Determine extent of necessary repairs and makes recommendations to Equipment Operations Leader for service or repairs required.

Performs routine service on fleet vehicles to include preventive maintenance service, diagnosing minor and complex drivability problems and fuel injection systems.

Repair gasoline and diesel engines, transmissions, clutch and brake systems, alternator and starter systems, pumps, steering systems, front-end alignments, suspension repairs and other major vehicle components.

Performs engine tune-ups, which includes diagnosis, changing spark plugs and repair or replacement of electronic ignition system components and computer systems.

Diagnose, repair and/or replace electrical system components.

Diagnose, repair and/or replace hydraulic system components.

Diagnose hydraulic and air brake problems, repair and/or replace components as needed.

Perform smog testing according to State of California Bureau of Automotive Repair guidelines.

Repairs exhaust systems, and inspect and service air pollution control devices.

Installs, repairs, removes or replaces special vehicle components, such as gun locks, roll bars, cages, emergency vehicle light bars, sirens, trailer hitches, electric brake controllers and related equipment.

Performs routine computer data entry on daily work performed, and uses computer to retrieve records regarding previous repairs.

Maintain shop cleanliness.

Clean vehicles and equipment.

Perform related duties as assigned.

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EQUIPMENT MECHANIC I-II (*Continued*)**

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**QUALIFICATIONS**

**Equipment Mechanic I**

**Knowledge of:**

Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel-powered equipment.

Operation and care of internal combustion engines.

Safe work practices.

Perform minor and moderately complex mechanical work on equipment and vehicles.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships with others.

**Physical Characteristics:**

Must be able to lift heavy objects, perform manual labor and be in sufficiently good health to perform job tasks.

**Experience and Education:**

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

**Experience:**

Two years assisting skilled mechanics in servicing and repair work.

**Education:**

Equivalent to the completion of the twelfth grade is desirable.

**Licenses or Certificates:**

Possession of a valid California license at the appropriate level including special endorsements, as required by the State of California to perform the essential job functions of the position.

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**Equipment Mechanic II**

In addition to the qualifications for the Equipment Mechanic I:

**Knowledge of:**

Fundamentals of automotive technology.

Current repair methods, tools, diagnostic equipment and parts used in minor and major repair of vehicles and equipment.

Operating and repair characteristics of the entire range of City-owned vehicles and equipment.

Training and communication techniques.

Industry repair standards in the automotive and equipment fields.

**Ability to:**

Train skilled and semi-skilled mechanics.

Perform major diagnostic and mechanical work on the entire range of City-owned vehicles and equipment.

Perform journey level mechanical work including the troubleshooting of equipment for both major and minor repairs.

Work productively in the absence of supervision.

Accurately determine mechanical repair needs and estimate the cost and time of repairs.

**Experience and Education:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be to meet the promotion standards as described below:*

All Mechanic I's must serve at least (18) eighteen months in that capacity before being eligible for promotion to a Mechanic II.

Successful completion of an approved Air Brake Training Course.

One (1) year Bit Inspection experience.

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Successfully pass with a 70% score or better on an in-house written examination, which meets industry wide standards in the inspection and repair of automotive vehicles and equipment.

In the event the candidate does not pass the written examination, a (6) six-month waiting period shall apply before re-examination.

**Licenses or Certificates:**

Current license as required by the State of California to test and repair emission control systems.

Possession of a valid California license at the appropriate level including special endorsements, as required by the State of California to perform the essential job functions of the position.

**Effective Date:** June, 1999

**Bargaining Group:** Service Employees' International Union - Local 715