

City of San Bruno

CLASS SPECIFICATION

CLASS TITLE:

MECHANIC I/II

DEFINITION:

To perform semi-skilled, skilled, and administrative work in the repair and maintenance of vehicles and mechanical equipment operated by the City.

DISTINGUISHING CHARACTERISTICS:

MECHANIC I - This is the entry level class in the MECHANIC series. Positions in this class typically require little directly related work experience. The MECHANIC I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

MECHANIC II - This is the journey level class in the MECHANIC series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

MECHANIC I

Receives immediate supervision from an assigned supervisor or manager.

MECHANIC II

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plan, carry out and evaluate preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operate a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

- Test, service and repair vehicles and mechanical equipment.
- Inspect, adjust and replace necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch up and related work. Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Initiates and purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance in compliance with departmental and City procedures.
- Provides emergency field assistance to disabled equipment as needed and appropriate. Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of budgets in conformance with adopted policies and procedures.
- Maintain records, prepare reports and other specialized maintenance records of equipment and mechanical equipment.
- Respond to emergency work requirements 24 hours per day, seven days per week.
- May serve as a member of various employee committees.
- May perform a variety of public works maintenance duties.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MECHANIC II

In addition to above, duties may include, but are not limited to, the following:

- Assign, direct and review the work of assigned personnel; provide input for employee performance evaluations.
- Inventory, order and control tools, supplies and materials for garage.
- Assist in implementing Central Garage policies and procedures.

QUALIFICATIONS:

MECHANIC I

Knowledge of:

- Automotive mechanics, including but not limited to, gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Price trends and grades or quality of materials and equipment.
- Hazards and safety precautions common to municipal maintenance and repair activities.
- Practices, methods, materials, and tools used in modern equipment maintenance.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Operation of listed tools and equipment related to automotive mechanics.
- Diagnose and repair a variety of mechanical problems with gasoline and diesel and/or other drive equipment.
- Use of various hand and power-driven shop tools.
- Establish and maintain effective preventive maintenance programs, policies and procedures.
- Maintain effective accounting procedures; carry out assigned projects to their completion.
- Maintain physical conditioning necessary to operate motorized equipment and vehicles. Frequently use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Routinely required to climb or balance; stoop, kneel, crouch, crawl, walk, sit and talk or hear.
- Frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds.
- See with close vision, color vision, and adjust focus.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, 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.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to an associate's degree from an accredited college or university with major coursework in automotive technology, mechanics, maintenance management, or another field of study applicable to the responsibilities and requirements of this job class.

Two (2) years of progressively responsible experience performing automotive diagnosis and repair, including but not limited to, on-the-job training from local automotive dealers, automotive repair classroom training, and work experience as a parts specialist and/or service consultant.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class B driver's license is required, or ability to obtain one within six (6) months of hire.

Possession of Automotive Service Excellence (ASE) Certification(s) preferred, especially Master Mechanic Certification.

TITLE II

In addition to the qualifications for the TITLE I:

Four (4) years of progressively responsible experience performing automotive diagnosis and repair, including but not limited to, on-the-job training from local automotive dealers, automotive repair classroom training, and work experience as a parts specialist and/or service consultant.

Working Conditions:

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 vehicles and other operating equipment and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

Employee is subject to call back after hours, weekend assignment and to respond to emergency situations on a 24-hour basis, seven days per week in addition to normally scheduled work hours.

The work environment is moderately noisy.

Category:	Entry-Journey
FLSA Classification:	Non-Exempt
Effective Date:	January 31, 2022
Revised:	N/A