

## EQUIPMENT MAINTENANCE MECHANIC I/II

### JOB SUMMARY

Under general supervision, performs skilled diagnostic and repair work in the maintenance of light, medium and heavy gasoline and diesel-powered automotive and construction equipment; assists in purchasing and warehousing duties as assigned; and performs related work as required.

As the Equipment Maintenance Mechanic I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to Equipment Maintenance Mechanic II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

### EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Inspects, diagnoses and repairs equipment such as cars, trucks, tractors and other rolling stock, gasoline, diesel and propane-powered equipment located at pump stations, operations yard and treatment plants.
- Inspects, diagnoses, tunes, and repairs diesel and gasoline engines, transmissions, carburetors, brake systems, hydraulic systems and pumping systems located on rolling stock.
- Operates automotive test equipment, such as gauges, electrical testers, and other testing equipment.
- Uses electronic equipment to troubleshoot and diagnose mechanical and electrical problems.
- Cuts and fabricates metal parts.
- Writes parts requisitions, repair orders and job reports.
- Researches catalogs to locate materials and parts required for repairs.
- Monitors day-to-day maintenance and repair scheduling to keep production at its highest level of efficiency.
- Purchases parts and materials on open purchase orders.
- Routinely assists with purchasing and warehousing duties; assists other maintenance personnel by performing unskilled or semi-skilled duties.
- Operates forklifts, pallet jacks, hand trucks, delivery trucks, and other light equipment in the storage and delivery of material, supplies and parts.
- Issues purchase orders to staff; places orders as directed and coordinates with vendors as necessary; and inputs information into computer.
- Assists in issuing and delivering materials, equipment and supplies; loads, unloads, assembles and delivers requested materials from warehouse to offices and job sites.

- Prepares and processes material, packages and other items for shipment via a variety of common carriers.
- Tracks paperwork in progress and updates records and files.
- Cares for and stores tools and provides for security of tools, materials and equipment at the shop and work site.
- Cleans the shop and warehouse facilities, keeping them clean, neat and in orderly condition.
- Picks up parts and supplies from vendors; runs a variety of errands.
- Maintains records and logs.
- Serves as back up to purchasing and warehouse functions in the absence of the Purchasing Officer.
- Sets up meeting room and equipment for the District's Board of Directors meetings.
- Ensures that safety equipment is in working order and that safety procedures are followed in the performance of duties.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Methods, materials, tools and techniques used in the overhaul, maintenance and repair of gasoline and diesel-powered automotive and specialized construction equipment.
- Principles of internal combustion and diesel-powered engines, air conditioning, hydraulics and electrical systems.
- Principles of carburetion and injection.
- Engine diagnostic procedures.
- Basic purchasing and warehousing or storekeeping practices and procedures.
- Stock and inventory control, including requisitioning, receiving, storing and issuing merchandise.
- Customer service techniques, practices and principles.
- Simple record keeping.
- Appropriate safety precautions and procedures.

### Ability to:

- Diagnose engine, drive train, cooling, electrical and fuel malfunctions.
- Use complex diagnostic instruments and meters.
- Use shop tools, including drills, presses, grinders, and cutting equipment safely and efficiently.
- Operate a computer terminal and maintain computerized records.
- Make repairs to motorized equipment.
- Maintain records.
- Operate a forklift and other pertinent warehouse equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Work from shop drawings, sketches, plans, specifications, catalogs and technical manuals.
- Work independently in the absence of immediate supervision.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One to two years experience performing automotive repair work; welding and metal fabrication experience is desirable.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance.

Licenses and Certificates:

Mechanic I: Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Mechanic II: Possession of an Automotive Service Excellence (ASE) certification is highly desirable.

Physical Demands:

Use hands to operate hand and power tools requiring strength and coordination; use lower body mobility to stand, walk, stoop, bend, crawl and extend legs; regularly lift over 50 pounds and frequently over 100 pounds with assistance; works in conditions with constant or intermittent noise; works in office, open warehouse and shop with wide variations in temperature; frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals; transports objects by holding them in hands or arms; uses hands and fingers to manipulate small objects and print or write legibly; be exposed to harsh substances and incumbents may be required to wear protective apparel, including goggles, face protectors, aprons, shoes and a respirator, as required by OSHA standards.

**OTHER REQUIREMENTS**

May be required to work evenings, weekends and holidays and assume stand-by duty if necessary.

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