



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

SENIOR MECHANIC

Salary: \$4,945 to \$6,011 per month - Plus Comprehensive Benefits
The above salaries include a 6% salary concession due to COVID-19 budget reductions. Salary concession will be in place through at least December 26, 2020.

FILING DEADLINE: Monday, October 26, 2020, by 5:00 pm

CURRENT OPENING

This opening is a full-time, benefited position in the City of Capitola Public Works Department.

The Senior Mechanic is the lead mechanic and is responsible for the operation, scheduling, and maintenance of City vehicles and equipment. The Senior Mechanic supervises the Mechanic position and provides leadership to the Fleet Division of Public Works.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school diploma or GED equivalent plus five years specialized experience and training in mechanics, maintenance management, or a closely related field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and prioritizes a variety of activities including day to day routine maintenance, short- and long-term goals, annual objectives, special projects, and crisis situations and oversees and participates in their execution.
- Coordinates vehicle and equipment maintenance with Public Works, Police Department, and other department personnel to insure they are properly maintained to adequately service the City.
- Maintains all vehicle information including acquisition date, annual mileage, and all maintenance and service records
- Performs major and minor maintenance on vehicles and equipment.
- Checks fuel, lubrication, cooling, battery, and hydraulic system fluid levels and replenishes as necessary. Pressure lubricates equipment, packs bearings, drains and fills reservoirs with specific lubricant.
- Inspects automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Checks tire wear ensures proper tire inflation. Rotates, repairs and maintains tires.
- Ensures the working environment in the garage and equipment yard is safe and clean.
- Assists in the implementation of garage policies and procedures.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
Website: www.cityofcapitola.org

- Washes equipment as needed.
- Installs and adjusts headlights.
- Operates vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.
- Coordinates work with commercial shops for repair and maintenance work as necessary.
- The ability to weld, perform body work and painting as needed is desired but not required.
- Senior mechanic may perform any related work as required.

Knowledge, Skills and Abilities:

Knowledge of the principles and techniques of personnel supervision, motivation and training; standard practices, equipment and materials used in park, landscape, street and facility maintenance; occupational hazards and safety procedures.

Knowledge of mechanical parts of automotive equipment, lubricants and fuels and their proper use, internal combustion and diesel engines, welding equipment, air tools, grinders, drill press, multimeters and engine hoist.

Skill in operation of tools and equipment.

Ability to understand and follow oral and written instructions; change and repair tires for light and heavy equipment; drive automotive equipment safely; lift heavy automotive parts and tools; maintain cooperative working relationships with those contacted in the course of work; and be willing to work other than an 8-hour shift.

Ability to plan, supervise, schedule and evaluate work of employees; ability to communicate effectively, orally and in writing, and relate well to the public, superiors, subordinates and other departments of the City; ability to develop new ideas for equipment and manpower efficiency and beautification and preservation of streets, parks and facilities; ability to keep records and prepare reports; ability to carry out Department policies and procedures; ability to work in a safe, productive manner and indoctrinate subordinates in safe work practices; ability to operate department equipment and vehicles.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's Class C license is required. Possession of a valid California Motor Vehicle Operator's Class B license is desired.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
Website: www.cityofcapitola.org

PHYSICAL DEMANDS

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to stand for long periods of time, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and sit. The employ must frequently be able to talk and hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally move weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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 mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

APPLICATION AND TESTING PROCESS

Applications must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, or by email to lnichols@ci.capitola.ca.us by the filing deadline. No postmarks accepted. An application may be obtained by calling 831-475-7300 or by going to the City's website at www.cityofcapitola.org. Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

APPOINTMENT

Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
Website: www.cityofcapitola.org

BENEFITS

Retirement: The City participates in CalPERS with a retirement formula of 2.5%@55 for employees with less than a six-month break in PERS-qualified employment. For employees who have never been a member of CalPERS, the retirement formula is 2%@62 and employees currently contribute 6.5% of their reportable salary towards retirement.

Medical, Dental and Vision Insurance: The City offers five HMOs and three preferred-provider health plans. Dental and vision plans are also available. Effective 7-1-19, the City pays \$824 for employee, \$1250 for employee + 1, and \$1500 for employee + 2 per month under a cafeteria plan. Employees are eligible for enrollment at time of hire. Insurance benefits become effective 30 days from date of hire.

Life Insurance: The City provides a \$50,000 policy + \$1,500 for each dependant.

Short & Long-Term Disability Insurance: The City provides coverage for the employee.

Deferred Compensation Plan: The City encourages and supports employee enrollment in a 457 deferred compensation plan.

Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.

Holidays: Twelve (12) days per year, plus three (3) personal holidays.

Sick Leave: Twelve (12) days per year, with unlimited accrual.

Flexible Spending Account: Tax deferred employee contributions that can be applied to specified expenses (for example, child care, dental work, and medical expenses).

Employee Assistance Program: Includes personal/family counseling, legal and financial advice.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.



NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.