

City of Capitola

MECHANIC

GENERAL PURPOSE

Under supervision, performs a variety of semi-skilled and manual tasks required in the maintenance of vehicles and equipment; and performs related work as required.

SUPERVISION RECEIVED

Works under the close supervision of the Senior Mechanic.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs minor preventative 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.

Checks tire wear and inflation and rotates, repairs and maintains tires.

Maintains proper records on all gas, oil and hydraulic fluid used on equipment.

Fills out reports on all service work completed.

Performs general housekeeping duties in garage and equipment yard.

Washes equipment as needed.

Installs and adjusts headlights.

Repairs brakes.

Orders and picks up parts.

Drives vehicles to and from commercial shops for specialized repair work.

Welds and performs body work and paints equipment as needed.

May assist senior mechanic with heavier repair work as needed.

May perform related work as required.

MECHANIC

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of simple 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.

(B) Skill in operation of listed tools and equipment.

(C) 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.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's Class C license.

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.

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 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, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift 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.

MECHANIC

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.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective:

Revised: 3/98