

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: EQUIPMENT MECHANIC I

DATE: 10/21/2008
FLSA STATUS: NON-EXEMPT

JOB CODE: 21784
UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision perform semi-skilled service and repair work on diesel and gasoline-powered equipment; maintain service facilities; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Equipment Mechanic I is the entry and working level in the equipment mechanic series. Supervision is received from the equipment Maintenance Leadperson.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and department goals;
- Inspect, service and repair diesel and gasoline-powered equipment as well as small powered equipment;
- Lubricate automobiles, trucks and other motorized equipment;
- Tune engines; service brakes, adjusting and replacing lining on brakes;
- Operate motorized equipment in connection with repair and servicing;
- Change, repair and replace worn tires; balance wheels after tire change;
- Replace universal joints, rear axles and seals and radiator hoses and fittings;
- Assist with major repairs;
- Obtain equipment parts;
- Repair or replace electrical wiring, batteries, alternators, generators and starter motors;

- Repair and replace flywheels on equipment;
- Repair small gasoline-powered engines;
- Steam clean vehicles before repair;
- Check frame and steering geometry for damage;
- Operate compression gauges and testers;
- Repair and replace door and window handles, door hinges, seat guides, shock absorbers, fan belts and windshield wipers;
- Clean and maintain work areas, hand tools and equipment;
- Requisition supplies and parts from inventory and local vendors;
- Operate Department vehicles;
- Maintain labor and material records and shop work orders;
- Operate computer and diagnostic equipment;
- Operate desk or laptop p.c. based software; and
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic Principles of the internal combustion engine;
- Air and hydraulic braking systems;
- Roller and ball-bearing lubrication;
- Lubrication of engines, drive train, suspension and steering Geometry;
- Basic tools, lubricants, equipment and procedures used in servicing, overhauling, repairing and adjusting a variety of automotive and other power driven equipment;
- Appropriate safety precaution and procedures;
- Basic shop record keeping;
- Basic English both spoken and written;
- Basic shop and equipment terminology; and
- Operation of shop equipment to include tire machine, wheel balancer, shop hoist, brake lathe and other equipment as required performing service tasks listed above.

Ability to:

- Lubricate engines, drive trains and steering geometry;
- Use shop tools, including drills, presses, grinders and pneumatic wrenches;
- Maintain basic shop records;
- Perform moderately heavy physical labor;
- Read, understand and apply directions;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Lift 10 – 50 pounds in normal duties;
- Work under moderate stress conditions; and
- Maintain a driving record which meets Vehicle Code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or G.E.D. equivalent,

Experience: Two (2) years of increasingly responsible experience as a mechanic in an automotive, truck, or industrial engine repair shop performing repairs to light and heavy duty gasoline and diesel powered equipment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class “C” California Driver’s License. For out of state applicants, a valid Driver’s License is required and a valid Class “C” California Driver’s License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Equipment Mechanic I

To: Water Utility Equipment Mechanic II

Job Description:

BOWC Approved: 10/21/2008

Testing Standards:

Open/Prom/Written 7/08/2003