

# *City of Coalinga*

*155 W. Durian*

*Coalinga, CA 93210*

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## *Equipment Mechanic*

*Pay Class: 25 General*

*FLSA Non-Exempt*

### **DEFINITION**

Under general supervision of the Public Works Supervisor, performs minor and major mechanical repairs to automotive and public works construction equipment (gasoline and diesel engines); and does other related work as required.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Inspect, diagnose and locate mechanical difficulties on automobiles, trucks and a variety of public works construction equipment.
- Determines extent of repairs necessary and schedules the work to be performed either by him/her or by an outside facility.
- Does some general overhaul work on automotive and mechanical equipment, both gasoline and diesel, including ring and valve jobs, the repair of hydraulic systems, the replacement of bearings and the repair of transmissions.
- Install new or rebuilt engines.
- Tune up engines, replacing ignition parts and cleaning and adjusting carburetors.
- Repairs, adjusts and replaces brake systems.
- Repairs and reconditions electrical systems.
- Performs preventative maintenance work on vehicles, including lubrications and oil changes as required.
- Fabricates parts required for the improved operation of public works equipment.
- Keeps work, time and material records.
- Recommends the purchase of supplies and equipment necessary to perform repairs.
- Drives City-owned automotive equipment including cars, trucks and heavy equipment to ensure

proper and complete servicing and repair of equipment has been made. May be required to drive City-owned automotive equipment to assist in providing public services conducted by other divisions or departments.

- Performs other assignments as needed.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** High school graduate or GED required. Post secondary vocational automotive courses, ASE/ACT automotive and heavy truck certificates, or equivalent accreditations preferred.

**Experience:** Four (4) years of experience in the maintenance and repair of automotive and other power driven equipment, including some experience at the journeyman level.

**Licenses:** Possession of a California Driver License Class B with no air brake restriction license issued by the State Department of Motor Vehicles within 18 months of hire; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be at least twenty-one years of age; a U.S. Citizen or Legal Resident Alien; pass background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

**Knowledge of:** standard practices, equipment and tools of the automotive mechanical trade; operating principals of gasoline and diesel engines and the mechanical repair of trucks, construction equipment, and hydraulic units and pumps; various types of welding and cutting equipment; safe work practices.

**Skill and Ability to:** make mechanical repairs to a variety of City-owned power equipment; demonstrate skill in the use of shop tools; adapt available tools and repair parts to specific repair, remodeling, or rebuilding problems; maintain simple records; understand and carry out oral and written directions.

**Special Qualifications:** Sufficient mobility to work indoors or outdoors in hot, cold, wet, humid or windy conditions; ability to ascend or descend ladders, scaffolding, stairs or inclined surfaces; ability to stoop, kneel, crouch or crawl; ability to reach with hands and arms; ability to lift and/or move heavy materials; sufficient hearing and speech to communicate in person and over the

telephone; ability to use hands to finger, handle, feel, or operate objects, tools or controls; mobility to attend meetings, make presentations to groups and visit various work sites; sufficient vision to read printed materials, a computer monitor; vision abilities for close, distance, color and peripheral sight and depth perception.

Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals, and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair of the facility or grounds.

**Accountability of Tools and Supplies:** Must have knowledge to create separate tool and supply cribs, organize and inventory the cribs to ensure accountability as required by Facility and Policy.

**Work Environment:** Must possess a general knowledge of safety and security practices.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Sufficient mobility to work outdoors, in hot and cold weather; sufficient mobility to ascend or descend ladders, scaffoldings, stairs, or inclined surfaces; ability to reach, lift, load or unload heavy materials; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip, to perform fine manipulation with dominant/non-dominant hand or both hands); ability to see well enough to read small print, gauges, and instruments; see distances sufficient to see oncoming traffic, read signs, and hazards; subject to loud noise and dirty (dusty or muddy) work conditions. Because duties may require going on citizens' property and occasionally into their premises, it is absolutely essential that the incumbent have unimpeachable honesty, a high level of regard for customers' privacy, and a significant degree of politeness. Individuals must exercise good judgment, be flexible, creative, and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: Marissa Trejo 2/21/24  
Marissa Trejo, City Manager Date