

SENIOR MECHANIC

DEFINITION

Under general supervision, participates in complex and difficult preventative maintenance, skilled repairs, and outfitting of a wide variety of City vehicles, construction equipment, and light-to-heavy duty trucks and equipment.

DISTINGUISHING CHARACTERISTICS

The Senior Mechanic is an advanced journey-level classification performing complex duties required to ensure that City vehicles and equipment are maintained in a safe and effective working condition and provide the highest level of safety for City use.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Public Works Superintendent or Assistant Public Works Superintendent. Exercises function, technical, and lead supervision over assigned staff

ESSENTIAL AND IMPORTANT DUTIES

- Conducts preventive maintenance inspections and locates defective and malfunctioning equipment, using motor analyzers, pressure gauges, chassis charts, and factory manuals. Diagnoses problems and determines the extent of necessary maintenance, repair, or overhaul. Consults maintenance records and the daily driver reports to assess the work that needs to be done.
- Continue to research and transition the City fleet from internal combustion engines to an electric vehicle (EV) platform
- Be responsible for annual preventative maintenance programs for all vehicles including EV and charging stations.
- Understands the following items, and is able to identify problems and correct them at a pace and quality level of a skilled mechanic: hydraulic systems; drive trains; steering systems; fuel systems; engine cooling systems; brake systems; gasoline-powered engines; diesel-powered engines.
- Troubleshoots and performs necessary repair work on the electrical systems of light, medium, and heavy motorized equipment, including starters, lighting and accessory systems, instruments, warning systems, distributors, voltage regulators, circuit breakers, computerized engine/emission controls and relays.
- Troubleshoots and performs necessary maintenance and repair work on hydraulic systems including pumps (single and double acting), capsule clutch assemblies, power takeoffs, control valves, cylinders, hoses, and related mechanical parts (hopper, ramblade, and tailgate assemblies).
- Troubleshoots and performs necessary maintenance and repair work on drive trains, including standard and automatic transmissions, drive shafts, differentials, and rear end units.
- Performs machinist and welding work, including lathe operations, modification and fabrication work, and gas and arc welding.
- Performs complete tune-ups of engines, replacing ignition parts and cleaning and adjusting carburetors, inspecting, adjusting, and when necessary, replacing units and related parts.
- Diagnoses problems with, maintains and repairs a variety of gasoline and diesel-powered engines. Repairs the engines to minimize vehicle down time.
- Insures compliance with the CHP Bi-Annual Terminal Inspection Program, including inspection, maintenance, and all necessary record keeping for inspections and work performed.
- Maintains a neat and orderly work area, office, restroom, hazardous waste room, and fueling station.

- Responsible for all fueling operations, testing, records, upgrades, fuel access system, sends reports, orders, and prices fuel.
- Maintains fuel records.
- Develops and maintains a routine maintenance schedule for equipment and vehicles.
- Creates and files hazardous materials business plans, written monitoring plan, etc. with County and updates as necessary.
- 24 hour contact for hazardous materials emergencies.
- Manages all hazardous waste, storage, disposal, documentation, and reporting to County/State.
- Ability to diagnose/repair high/low voltage controls and various pump systems.
- Maintains inventory of all City vehicles and equipment.
- Ability to use computer in daily operations, e-mail, etc.
- Develops and implements computerized inventory and work order management system.
- Disposes of all surplus property per City policies.
- Performs office work related to garage operations.
- Sends monthly reports on fuel used and work orders to Finance Department.
- Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of standard methods, equipment, techniques, and tools of the mechanical trade; the operating principles of gasoline and diesel engines; welding, fabrication, and modification technology; techniques and testing equipment utilized to diagnose malfunctions and defects in equipment; repair and equipment maintenance techniques of light, medium, and heavy power driven equipment; diagnosis and repair of computerized vehicle and emission control systems; fueling operations including tanks, dispensers, access control, and regulation compliance; CHP commercial vehicle program; desktop computer operation.

Ability to complete work assignments efficiently, accurately and promptly by work order and by brief verbal instruction; perform heavy, physically demanding work for lengthy, continuous periods of time. Read and understand manufacturers' lubrication, service, and repair manuals; make estimates for repair costs; maintain computerized records and detailed vehicle/equipment files; provide the handtools and related tools necessary to perform the above listed duties.

Skills to diagnose, service, and repair mechanical, electrical and hydraulic malfunctions in a wide variety of equipment and vehicles, including major overhaul of internal combustion engines and hydraulic systems. Properly and safely use shop tools; adapt a variety of shop tools and repair parts to specific problems.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be:

Experience: Three (3) years of journey level experience in the repair and maintaining a variety of light, medium, and heavy motorized equipment. Training in hazardous waste management, fueling operations, CHP commercial vehicle programs, and desktop computers.

Training/Education: Equivalent to completion of High School. The completion of a recognized mechanic apprenticeship program is highly desirable.

SPECIAL REQUIREMENTS

Must be able to perform the essential and important duties of this classification individually and unassisted by other persons. Ability to read; hear alarms, bells, voices and telephones; hear and

distinguish noises made by equipment and vehicles clearly enough to make proper diagnoses. Physical stamina, dexterity and flexibility to work effectively and efficiently with light, medium, and heavy motorized equipment, stoop, bend, twist, and reach. Lift up to 100 pounds.

LICENSES, CERTIFICATES AND REGISTRATION

Possession of a California commercial driver's license (Class B) issued by the State Department of Motor Vehicles, and possession of or, ability to obtain within six (6) months from the date of hire, the following National Institute for Automotive Service Excellence (ASE) certificates in A1 engine repair, A2 automatic transmission/transaxle, A3 manual drive train and axles, A4 suspension and steering, A5 brakes, A6 electrical/electronic systems, A7 heating and air conditioning, A8 engine performance, F1 alternative fuel vehicles CNG/LNG, and L1 advanced engine performance. Recertification of all certificates within the ASE guidelines is required as a term of employment.