



CITY OF CAMARILLO

Senior Equipment Mechanic

Job Code: 332

FLSA: Non-Exempt

*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.*

SUMMARY DESCRIPTION

Leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of skilled and specialized duties involved in performing minor and major repairs and maintenance to City automobiles, trucks, construction equipment, and other heavy and light gas and diesel powered equipment; performs a variety of facilities maintenance duties at assigned facilities; maintains a variety of records including City vehicle repair and inventory documents; and performs a variety of technical tasks relative to assigned areas of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, plans, trains, and reviews the work of staff responsible for performing skilled mechanic duties including troubleshooting, diagnosing, and repairing automobiles, trucks, construction equipment, and other heavy and light gas and diesel powered vehicles, trucks, and equipment; participates in performing the most complex work of the unit.
2. Trains assigned employees in their areas of work including applicable methods, procedures, and techniques; assists at safety meetings and training classes; provides instruction to equipment operators in the operation of new equipment.
3. Schedules and prioritizes vehicle and equipment maintenance, repairs, and installations; schedules repairs and down time of vehicles with departmental management staff to ensure minimal impact on work schedules.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Maintains inventory of required parts and supplies; creates blanket purchase orders and field purchase orders; purchases parts needed for the repair of fleet equipment; performs receipt processing for parts purchased.
6. Plans and implements fleet line item budgets including those for parts purchasing, tool and equipment purchasing, and vehicle maintenance and repairs; forecasts budget needs.
7. Oversees and participates in inspecting, diagnosing, and locating mechanical difficulties on automobiles, trucks, and on a variety of maintenance and construction light and heavy equipment; determines extent of necessary repairs and estimates time and materials needed.

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8. Oversees and participates in performing major and minor mechanical repairs; overhauls, repairs, and adjusts engines, clutches, transmissions, differentials, hydraulic lifts, governors, starter motors, steering mechanisms, oil pumps, fuel pumps, and related systems and components; disassembles and repairs worn parts; fits new parts including to fit and adjust bearings; replaces transmissions; repairs and replaces electrical systems and wiring; relines brakes.
9. Oversees and participates in performing engine tune ups for efficient and dependable operation; repairs, replaces, and installs parts and components as necessary.
10. Schedules annual preventive maintenance program for the fleet; oversees and participates in performing regular servicing and preventive maintenance on vehicles and equipment.
11. Oversees and participates in fabricating and installing specialty parts and modifications for new vehicles and equipment including safety equipment; fabricates parts for new equipment including designing, welding, wiring, and installing accessories such as trailer hitches, tool boxes, two-way radios, racks, beacons, and arrow boards.
12. Oversees and conducts emergency repair work on vehicles and equipment in the field; transports equipment between locations as necessary.
13. Oversees and performs minor body and fender repair work.
14. Assists in maintaining assigned facilities including the Corporation Yard, Police Department, City Hall, and the Library; repairs door locks; monitors and repairs the car wash; repairs roll up doors; performs minor electrical and plumbing repairs.
15. Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to local, state, and federal regulations.
16. Maintains work, time, and material records of maintenance and repairs to equipment and building maintenance performed; maintains records related to D.M.V. registrations and specialty equipment certifications; prepares and maintains manifests for hazardous waste disposal; prepares monthly reports for management staff.
17. Performs fleet vehicle cost analysis for vehicle replacement; assists with the design, research, and preparation of bid specifications for fleet vehicles and equipment.
18. Prepares surplus vehicles for auction; prepares necessary documentation.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a fleet maintenance and repair program.

Principles of lead supervision and training.

Basic principles and techniques used in budget preparation and administration.

Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas and diesel powered equipment and vehicles.

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Principles of gasoline and diesel powered engine mechanics as applied to the maintenance and repair of automotive and construction equipment.
Operating and repair characteristics of hydraulic systems.
Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
Methods and techniques of performing diagnostic troubleshooting services.
Building maintenance principles and practices.
Methods and techniques of metal fabrication and welding.
Parts and supplies needed to perform a variety of maintenance and repairs on automotive equipment/vehicles.
Appropriate vendor resources; principles used in the preparation of bid specifications.
Principles and procedures of record keeping.
Principles and practices used in report preparation.
Shop mathematics.
Occupational hazards and standard safety practices.
Pertinent federal, state, and local laws, codes, and regulations.
Basic office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

Lead, organize, and review the work of staff.
Independently perform the most difficult mechanic work in diagnosing, troubleshooting, and repairing vehicles, equipment, and components.
Interpret, explain, and enforce department policies and procedures.
Estimate time, materials, and cost for repair work.
Safely and effectively operate a variety of power and hand tools used in diagnosing, maintaining, and repairing heavy and light vehicles and equipment.
Operate a variety of technical diagnostic equipment used on automotive equipment including computerized automotive diagnostic equipment.
Perform a variety of fabricating and welding work.
Maintain a variety of shop and repair records and logs.
Prepare clear and concise reports.
Observe safety principles and work in a safe manner.
Understand and carry out oral and written directions.
Operate office equipment including computers and supporting software applications.
Exercise good judgment and initiative in work functions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of twelfth grade supplemented by completion of apprenticeship and/or training in the repair and maintenance of gasoline and diesel powered vehicles and equipment.

Experience:

Four years of journey level experience in the servicing, maintenance, and repair of gasoline and diesel powered vehicles and equipment.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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Johnson & Associates