

**MECHANIC**

*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.*

**DEFINITION**

To maintain, service and repair all City owned vehicles, and light and heavy equipment; to troubleshoot and diagnose vehicle malfunctions; to perform preventive maintenance on vehicles and equipment; and to perform a variety of tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Mechanic.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** - - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Inspect, diagnose, maintain and repair mechanical defects in vehicles, light and heavy equipment, trucks, tractors, rollers and related City equipment.
2. Troubleshoot and repair problems in vehicle electrical, cooling, brake and steering systems; change and repair tires as needed.
3. Inspect, diagnose and maintain batteries, alternators, voltage regulators and electrical engine controls; install new lights, wires, alternators, distributors, relay lights and switches.
4. Disassemble engines, transmissions, clutches and other driveline components; perform general overhauling.
5. Tune, repair and adjust engines, transmissions, drive shafts, rear-ends and smog components on City vehicles and power driven equipment; lubricate and change oil and filters.
6. Replace and/or repair any worn parts in vehicles, trucks, tractors, sweepers, rollers and other mechanical equipment including but not limited to spark plugs, brakes, master cylinders, wheel cylinders, wheel bearings, clutches and exhaust systems.
7. Perform welding as required to repair equipment.
8. Maintain accurate and up-to-date records of time, work, parts, materials and outside service costs.
9. Perform duties while utilizing a variety of hand tools and other equipment including brake tools, drill presses, grinding equipment, welders, cutting torches, lifts and related equipment; operate all tools and equipment in a safe manner.

**Marginal Functions:**

1. Estimate cost and time of procedures; prepare invoices.
2. Maintain cleanliness in the shop area.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics of equipment and tools used in vehicle maintenance and repair.  
Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel powered equipment.  
Procedures of preventive maintenance related to automotive, heavy and light construction equipment.  
Operational characteristics of hydraulic systems.  
Operating and repair characteristics of a wide variety of automotive, light and heavy equipment and vehicles.  
Methods and techniques of troubleshooting and diagnosing vehicle malfunctions.  
Operation and care of internal combustion engines and hydraulic equipment.  
Methods, materials, equipment and tools used in routine welding and fabrication work.  
Occupational hazards and standard safety practices.  
Rules and regulations governing emission controls, brakes and lamps.  
Pertinent Federal, State and local codes, laws regulations.

**Ability to:**

Perform mechanic work including the diagnosing, troubleshooting, fabricating and repair of gas and diesel powered equipment and vehicles.  
Perform preventive maintenance on vehicles and equipment.  
Tune, repair, realign and adjust steering mechanisms.  
Install, clean, repair, change and remove vehicle parts.  
Change and repair tires.  
Operate and use a variety of maintenance tools and equipment in a safe and effective manner.  
Use modern test equipment to diagnose and repair automotive equipment.  
Maintain a variety of shop and repair records.  
Understand and follow safety procedures.  
Understand and follow oral and written directions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines:**

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

**Experience:**

Two years of increasingly responsible journey level mechanic experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical repair of vehicles and equipment.

**License:**

Class B driver's license or the ability to obtain license within 90 days of employment. A Medical Examiner's Certificate is required prior to appointment.

**Page Three**  
**City of Belmont**  
**Mechanic (Continued)**

**Certification:**

ASE certification required.

**WORKING CONDITIONS**

**Environmental Conditions:**

Shop environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, potentially hazardous chemicals, explosive materials, inclement weather conditions; work or inspect in confined spaces; work with machinery.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for waling, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling, crawling, operating motorized equipment and vehicles; near visual acuity for inspecting mechanical equipment.