

Town of Los Gatos Classification Specification
Revised: May 2, 2014

EQUIPMENT MECHANIC

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

POSITION SUMMARY

Under direction, performs a variety of specialized and skilled duties in the servicing, diagnostic, repair and maintenance of automobiles, trucks, trailers, and light and heavy equipment powered by gas, diesel, compressed natural gas, electric and/or alternative-fuels; coordinates work with outside vendors and contractors; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The Equipment Mechanic is a journey-level classification and possesses the knowledge, skills and experience to perform complex, technical and specialized work in the diagnosis, repair and maintenance of vehicles and parts. This classification works independently, exercising judgment in the setting of priorities, managing workload and providing technical advice.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, prioritizes, schedules, performs and/or contracts out the maintenance and repair of vehicles and equipment in consultation with the assigned manager; communicates the status of repairs to appropriate personnel, works cooperatively to schedule repairs.
2. Inspects and evaluates vehicles and equipment; estimates time and material requirements; reads and interprets manuals and specifications; reviews and monitors completed work to ensure quality control standards are met.
3. Performs a wide variety of servicing, maintenance and repair work involving engines, components, parts and accessories, including diagnosing mechanical defects.
4. Obtains estimates for outside services and materials as needed; assists in evaluating and recommending vendors.
5. Installs specialized safety equipment in police vehicles.
6. Use a variety of diagnostic equipment to determine sources of problems and to ensure proper adjustment and operation of engines, emissions, hydraulics, etc.
7. May operate welding equipment in making repairs and in fabricating special parts and tools.
8. Performs road tests, computerized tests and other checks of vehicles for proper operation and for detecting the source of problems.

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9. Makes emergency road service calls.
10. Maintains repair records; keeps labor, equipment and materials records; prepares and submits work orders and reports.
11. Ensures the proper maintenance, repair and storage of all shop tools and equipment; maintains an inventory of shop supplies and parts; locates and orders non-stock parts.
12. Maintains and repairs shop equipment and cleans shop area.
13. Provide input on vehicle specifications and on the purchase of shop tools and equipment.
14. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING

- Minimum education: completion of the twelfth grade, GED or equivalent.
- Completion of a State of California accredited apprentice program.
- Three years of experience as a journey mechanic, including the maintenance of diesel engines and heavy equipment.
- Driver's licenses required at the time of appointment: California Class A

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Supplemental training in gas or diesel mechanics.
- Classes in automotive and heavy equipment maintenance and repair.
- State smog, light and similar vehicle maintenance certificates.
- Experience working in an owner-operated fleet environment.
- Demonstrated ability to effectively utilize a computerized maintenance management system.
- Demonstrated effort to remain current on new vehicle technologies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, techniques and methods in the repair, overhaul, servicing and preventive maintenance of light and heavy gasoline, diesel, electric and alternative-fuel vehicles and equipment;
- Methods and techniques of troubleshooting and diagnosing equipment.
- Operation and maintenance of a wide variety of diagnostic and repair equipment, including hand, shop, power and computerized tools.
- Basic record-keeping principles and procedures.
- Basic computer applications related to vehicle repair work, including inventory control and fleet record-keeping.
- English usage, grammar, spelling, vocabulary and punctuation.
- Customer service principles for in-person, email and phone interactions.
- Standard safety work practices.

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Ability to:

- Plan, schedule, assign, oversee and perform the activities of an efficient equipment maintenance program.
- Accurately diagnose and repair malfunctioning vehicles and equipment and a wide variety of mechanical components.
- Exercise initiative and judgment in the performance of work.
- Perform moderate physical labor.
- Work independently.
- Understand and follow oral and written instructions.
- Maintain effective working relationships with other Town personnel, suppliers and contractors.
- Lift a minimum of 60 pounds.
- Establish and maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; stooping, crawling, crouching; heavy, moderate or light lifting; operate motorized equipment and vehicles; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Shop environment; exposure to noise, dust, grease, smoke, fumes, and gases.

FLSA: Non-exempt

REPRESENTATION: This classification is represented by the AFSCME Local 101.