

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Heavy Equipment Mechanic
ALLOCATION: Public Works
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior 1990
REVISED: February 2013

JOB SUMMARY:

Under general supervision, independently perform the full range of maintenance and repair duties on a wide variety of vehicles and equipment, including automobiles, heavy and light duty trucks, off-road equipment, and small engine powered equipment; operate a variety of hand, power and shop tools and perform related work as assigned. This classification requires specialized knowledge, skills and experience in equipment maintenance.

This is the heavy equipment specialized journey level in the mechanic series.

CLASS CHARACTERISTICS:

This position reports directly to the Supervising Mechanic. This class is distinguished from Supervising Mechanic in that the latter performs the more complex diagnosis and engine repair functions, in addition to, the supervision and work review of a small group of vehicle and heavy equipment repair staff.

EXAMPLES OF DUTIES:

Essential:

- Diagnose problems and perform all level of repairs, from minor to major, on both gasoline and diesel engines, including electrical, fuel, and cooling systems, and power-trains.
- Diagnose, repair and maintain air and hydraulic brake systems, equipment hydraulic systems, steering systems, and associated power take-off equipment.
- Perform preventative maintenance work on off-road equipment, heavy trucks, automobiles, and other small equipment.
- Read and interpret manuals, drawings, and specifications related to equipment and automotive repair; estimate labor, material and equipment repair needs and specific parts required to complete assignments.
- Perform minor fabrication of metal work, including the ability to cut, grind and use welding equipment to fabricate and repair parts and equipment.
- Observe safe work methods and utilize hoists and safety equipment related to the work.
- Make oral and written reports of work performed; complete forms and maintain accurate maintenance records.
- May be required to assign work and/or provide direction to less experienced workers on a project basis.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use and perform minor maintenance on hand, power and shop tools and test equipment related to the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of gasoline-and diesel-powered automobiles, trucks and construction equipment.
- Automotive servicing, preventative maintenance and basic repair principles and practices.
- Basic operating principles of gasoline and diesel engines, standard and automatic transmissions, hydraulic systems, cooling systems, and electrical systems.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Basic estimation of amount of labor and materials needed to perform a requested repair.
- Hand and power tools used in the work.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Basic computer applications related to the work.
- Record-keeping practices.

Skill in:

- Performing preventative maintenance and, diagnosing and performing all levels of repair for a variety of equipment, including automobiles, light and heavy duty vehicles, off-road equipment, and small engine powered equipment.
- Estimating necessary materials and equipment to complete assignments.
- Skillfully and safely, operating and maintaining a variety of hand, power and shop tools and equipment used in the work.
- Being careful about detail and thorough in completing work tasks.
- Preparing records and reports of work performed.
- Reading and interpreting manuals, specifications and drawings.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Using initiative and independent judgment within established procedural guidelines.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Quickly and repeatedly adjust the controls of a machine or vehicle to exact positions.
- Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Focus on a single source of sound in the presence of other distracting sounds.
- On a continuous basis, know and understand operations and observe safety rules.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person, on the telephone and over a radio; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment.
- Mobility to work in a typical shop or related maintenance setting, including operating typical trade test equipment, hand and power tools and standard office equipment.
- Stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time.
- Strength to lift and maneuver materials and equipment weighing up to 70 lbs, with proper equipment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical heavy equipment garage and onsite repairs.
- Work with exposure to potentially hazardous fuels, oils, solvents and nearby moving mechanical parts.
- Work under adverse conditions, such as heavy rain, snow, wind, heat and smoke.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess a valid California Class C driver's license; maintain throughout employment.

Special Requirements:

- Work extended shifts or be called back in emergency situations.
- Provide your own basic hand/power tools to perform repair tasks as required by the County.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school and two years of journey-level experience in the maintenance and repair of vehicles and/or heavy construction equipment.

PREFERRED: In addition to the minimum, possess a California Class A or B driver's license or certification of technical school training in automotive, heavy duty truck or off-road equipment mechanics, and three additional years of journey-level experience as indicated above.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Public Works Approval: Mike Lee
Date:

EEOC: G
WC: 9422

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____