



City of Pacific Grove
Established Date: 12/18/2013

EQUIPMENT MECHANIC

SUMMARY: Under basic supervision, performs skilled maintenance, preventive maintenance, repairs, and adjustments on City vehicles, equipment and machinery, in accordance with all Public Works Department (PWD) safety regulations and procedures; this is a journey-level position.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs preventive maintenance on City vehicles and equipment to maximize the effective life cycle of the equipment and reduce downtime; makes appropriate decisions based on work experience; duties may vary according to job assignment and individual skills..
- Inspects and diagnoses mechanical and electrical problems on City trucks, specialty vehicles, and equipment; determines extent of necessary repairs, and prioritizes work; performs maintenance and repairs within scope of authority and training, and in accordance with all safety regulations and procedures; notifies supervisors of operations and maintenance problems beyond the scope of authority.
- Diagnoses and repairs vehicle and equipment engines and components, including gasoline and diesel engines; uses technical manuals and computer equipment to diagnose and correct problems.
- Diagnoses and repairs vehicle component systems and sub-systems for electrical, fuel supply systems, hydraulic & pneumatic systems, and engine cooling systems.
- Repairs equipment, including mechanical and electrical systems, motors, and components; troubleshoots damaged and malfunctioning equipment and components; tests devices, replaces components, make necessary repairs, and verifies proper functioning.
- Monitors work site to ensure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; follows and enforces safety rules and regulations; reports safety hazards, equipment problems, security issues, and emergency situations.
- Cross-trains with other work crews in PWD procedures, techniques, safety standards, and the use and maintenance of equipment and tools.
- Maintains shop facility, cleans work areas, and picks up debris; disposes of lubricants and chemicals according to safety regulations and procedures.
- Operates heavy equipment as needed to meet workload demands; responds to emergencies as needed.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years experience as a journey-level mechanic; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.

- Gasoline and diesel engines, and mechanical & electrical systems.
- Methods used in a preventive maintenance program.
- Methods, tools and equipment used in the repair of vehicles, equipment, and components.
- Safe work practices, occupational hazards, and safety precautions in a shop environment.
- Operation, maintenance and repair standards for specialized vehicles and equipment.
- OSHA safety rules and regulations, and safety standards in hazardous environments.
- Methods and equipment necessary for safe storage, use, and handling of hazardous materials.
- Environmentally responsible and resource-efficient repair and maintenance techniques.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Performing a full range of skilled and semi-skilled vehicle maintenance work.
- Identifying maintenance needs and mechanical problems, and taking corrective actions.
- Inspecting, diagnosing and repairing mechanical, brake, fuel, and electrical problems in a wide variety of vehicles and equipment.
- Performing computerized diagnostic tests on vehicle components and equipment.
- Identifying mechanical problems, and making basic adjustments and repairs to tools and equipment.
- Identifying unsafe conditions and mechanical problems.
- Safe use of power and hand tools, and chemicals, lubricants, and cleaning compounds.
- Reading and interpreting technical manuals and specifications.
- Working independently and using initiative within established procedural guidelines.
- Maintaining accurate service records.
- Following verbal and written instructions, procedures, and safe work practices.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Specific technical training and certifications may be required for some job assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; requires moderate physical efforts in performing maintenance and repair projects; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires