

JURUPA COMMUNITY SERVICES DISTRICT MECHANIC & MAINTENANCE WORKERS I, II & III

*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

Under general supervision, performs a variety of general, skilled and semi-skilled duties associated with the inspection, adjustment, servicing and repair of automobiles, trucks, construction equipment and gas/alone or diesel power equipment; and performs a variety of tasks relative to assigned area of responsibility.

CLASS CHARACTERISTICS

This class specification defines and describes the nature and levels of work performed by the Mechanic & Maintenance Workers.

Mechanic & Maintenance Worker I, is the entry level Mechanic & Maintenance Worker. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Mechanic & Maintenance Worker II, is the experienced, journey-level Mechanic & Maintenance Worker. At this level, incumbents perform the full range of tasks common to the classification, under less supervision, while exercising discretion and independent judgment within established guidelines.

Mechanic & Maintenance Worker III, is the advanced, senior-working level Mechanic & Maintenance Worker. At this level, incumbents perform the most complex and specialized work tasks, under only general supervision, while exercising broader discretion and independent judgment within established guidelines. Some incumbents at this level may also work in a lead role from time to time and provide technical or functional work direction to Mechanic & Maintenance Workers I and II.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

1. Inspects and performs routine servicing of light vehicles and heavy equipment, to include lubrication, oil changes, replacement of worn parts, valve adjustments, engine tune-ups, compression tests, emission control system tests and adjustments, and brake adjustments.
2. Diagnoses and troubleshoots vehicle mechanical and electrical problems; determines extent of repairs needed and makes repairs as needed; oversees repair of heavy equipment performed by outside garages.
3. Fits new parts and adjusts water and fuel pumps and fuel injectors, governors, starter motors, clutches, differentials, brake and steering gear; maintains hydraulic booster and vacuum systems; rewires and reconditions electrical systems; repairs or replaces exhaust stems, ignition and door locks, window vent, regulators and dash gauges.
4. Orders parts and maintains vehicle parts inventory; fabricates and modifies brackets, braces and other vehicle parts and equipment; uses arc and gas welding equipment and techniques to construct, repair or modify parts and equipment.
5. Uses computerized diagnostic scanners, electrical test equipment, and hand and power tools required for the work; keeps tools, equipment and garage area in neat and serviceable condition.
6. Keeps fleet maintenance records to include dates of service, repairs made, parts used and recommended future service; participates in the evaluation of vehicles due for replacement and the selection of replacement vehicles.
7. Services, repairs and maintains power lawn mowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
8. Performs other tasks/functions deemed necessary to the daily operation of the District.
9. May visit remote sites to assist with vehicle breakdowns, flat tires, or to arrange towing.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Mechanic & Maintenance Worker I

High School graduation or equivalent.

Mechanic & Maintenance Worker II

High School graduation or equivalent and successful completion of a formal course of instruction in auto mechanics at an accredited college or university, trade or vocational school.

Mechanic & Maintenance Worker III

High School graduation or equivalent and successful completion of a formal course of instruction in auto mechanics at an accredited college or university, trade or vocational school.

Knowledge and Skill Levels

Methods, techniques, parts, tools and materials used in the overhaul, maintenance and repair of diesel- and gasoline-powered vehicles, including automatic and manual transmissions, brakes, and shop tools and equipment common to the field;

Safe work methods and safety regulations pertaining to work;

Use and operation of oxyacetylene and electric arc welding equipment and materials;

Practices and procedures of shop and field welding;

Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment;

Methods, techniques, tools and equipment used to align vehicles and equipment;

Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Diagnose and repair a wide variety of diesel- and gasoline-powered vehicles and related equipment;

Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work;

Understand and follow oral and written instructions;

Estimate necessary materials and equipment to complete assignments;

Prepare basic records and reports;

Read and interpret manuals, specifications and drawings;

Fabricate and repair a wide variety of metal parts, equipment and tools;

Utilize safe work practices;
Operate and test-drive various commercial and non-commercial vehicles.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of, or ability to obtain within 6 months of appointment, a Class A California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of, or ability to obtain within one year of employment, a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as a Certified Automotive Technician.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

Mechanic & Maintenance Worker I

Possession of a Class A California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Mechanic & Maintenance Worker II

Two years experience in the maintenance and repair of gasoline and diesel powered vehicles and equipment.

Possession of a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as both a Certified Automotive and Medium/Heavy Truck Technician.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Mechanic & Maintenance Worker III

Possession of a Class A California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Four years experience in the maintenance and repair of gasoline and diesel powered vehicles and equipment.

Possession of a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as both a Certified Automotive and Medium/Heavy Truck Technician.

Possession of, or ability to obtain within one year of employment, a valid Certificate from the National Institute for Automotive Service Excellence (ASE) as either a Certified Master Automotive Technician or a Certified Master Medium/Heavy Truck Technician.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA / NON-EXEMPT

Range (Mechanic & Maintenance Worker I) 58

Range (Mechanic & Maintenance Worker II) (not filled)

Range (Mechanic & Maintenance Worker III) (not filled)

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