



CITY OF CALEXICO

CLASS TITLE: MECHANIC I / SERVICE ADVISOR

MONTHLY: \$3,219 - \$3,913

RANGE: 25

BASIC FUNCTION:

Under the direction of the Shop Supervisor, perform journey-level mechanical work in the overhaul, inspection, repair and maintenance of automotive and heavy equipment including gasoline and diesel-powered vehicles and equipment and grounds maintenance equipment.

DISTINGUISHING CHARACTERISTICS:

This is the entry level of the Mechanic classification series. Individuals normally are promoted or employed from related classifications and should have basic automotive repair experience and knowledge. Supervision is direct, and work is checked quite closely. Progression to the next level will depend on vacant positions at the higher levels.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform beginning and journey-level mechanical work in the overhaul, inspection, diagnosis, repair and maintenance of automotive and heavy equipment including gasoline and diesel-powered vehicles and equipment and grounds maintenance equipment.

Repair and perform preventive maintenance on grounds maintenance equipment including tractors, weed eaters and lawnmowers.

Evaluate maintenance, servicing and repair needs; inspect and diagnose basic mechanical malfunctions; maintain records of work performed and materials used.

Adjust and reline brakes; maintain and replace anti-lock, air and hydraulic brake system components; install bearings; align front worn parts; change and balance tires.

Diagnose and repair engine electrical and ignition systems, such as distributors, coils, alternators, starters and related systems; install and repair communications equipment.

Repair and adjust standard transmissions, drive shafts, differentials, clutches, gears and valves; tune engines and carburetors; repair fuel injection systems.

Maintain shop area, equipment and tools in a safe, clean and orderly condition; dispose of hazardous

Revised August 2017

Ewing Consulting Services

materials in accordance with established guidelines.

Evacuate and recharge air conditioning systems; replace system components and hoses as needed.

Operate a variety of diagnosis equipment and machinery utilized in the maintenance and repair of vehicles and heavy equipment; operate a computer and assigned software.

Communicate with other departments, outside agencies and personnel regarding vehicle repairs; communicate with vendors concerning parts; respond to emergency field calls as needed. Work with customers to schedule service and handle administrative aspects of customer service with all City departments. Prioritize emergency vehicles for repairs as necessary. Write service orders. Keep records and logs of all repairs and maintenance. Catalogue, receive, document and resolve complaints. Estimate time for repairs and keep the vehicle operator and/or department up to date with regard to the status of the vehicles.

Perform a variety of repairs to vehicles and equipment such as oil changes, changing light bulbs, installing light bars, window glass and removing dents.

OTHER DUTIES:

Install decals on patrol units as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles.
- Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of engines and of fuel, ignition, electrical and cooling systems.
- Operation, theory and principles of gasoline and diesel-powered engines.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
- Diagnostic procedures for vehicles and equipment.
- Preventative maintenance practices.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Technical aspects of field of specialty.
- Shop math applicable to vehicle maintenance.
- Health and safety regulations.
- Safe driving techniques.

ABILITY TO:

- Diagnose, repair and maintain a wide variety of large and small gasoline and diesel-powered engines and heavy equipment.
- Diagnose and repair mechanical, electrical and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Read and apply technical and mechanical diagrams, schematics and repair manuals.
- Maintain records related to work performed.

Observe legal and defensive driving practices.
Operate, service and make minor repairs on equipment.
Prioritize and schedule work.
Estimate materials and supply needs.
Interpret and apply applicable laws, codes, rules and regulations.
Observe health and safety regulations.
Proper lifting techniques.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by successful completion of an apprentice program in automotive repair and two years journey-level automotive or diesel maintenance and repair.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid EPA Refrigerant and Reclamation certification.
Incumbents must obtain a California commercial driver's license with air brake endorsement within designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Adverse weather conditions.
Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Pulling, pushing, lifting and carrying heavy objects.
Walking or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Hearing and speaking to exchange information.

HAZARDS:

Subject to loud noise and fumes from equipment operation.
Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Working around moving objects or vehicles.
Traffic hazards.