

North Marin Water District

AUTOMOTIVE/EQUIPMENT MECHANIC

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Definition

Performs complex work in diagnosing, mechanical problems and performing maintenance, repair and overhaul of automobiles, trucks, gasoline and diesel-powered construction equipment and tools and performs related work as required.

Distinguishing Characteristics

This is a journey-level class within the Facilities Maintenance Department. The **Automotive/Equipment Mechanic** independently maintains schedules and records of service; performs preventive maintenance work on vehicles and equipment; observes safety practices and precautions; may perform emergency field repair on vehicles and equipment, including after hours, weekends, and holidays. Must have complete set of tools & locking tool box.

Supervision Received/Exercised

Receives general direction from the Maintenance Supervisor. The **Automotive/Equipment Mechanic** may direct the work of an assistant.

Essential Duties (include but are not limited to the following)

Cleans, adjusts, installs and repairs fuel, ignition, electrical and cooling systems; overhauls engines and repairs or replaces pistons, piston rings, valves, carburetors, fuel pumps, fuel injectors, and starters. Overhauls power transmission systems, including clutches, transmissions, differential units, gears, bearings, universal joints and hydraulic units. Inspects and repairs steering mechanisms and controls; repairs vehicle and equipment body and chassis parts.

Other Duties (include but are not limited to the following)

Complete annual smog test and reporting, complete annuals make capacity testing, log equipment hours monthly, 90 day inspections 10,000 GVW and up, service standby generators (2), service air compressors (4), generate and close auto shop preventative, routine, maintenance and unplanned Mainscape work orders, handle DOT/CHP site inspections, order parts/get quotes from all service materials, schedule service with vendors/dealers, and coordinate pressure tank inspections/record keeping.

Qualifications

Experience/Education

Possession of a high school diploma or its equivalent. Any combination of education and experience that would provide the necessary knowledge and abilities listed below – typically, three years of experience as a journey-level mechanic or the completion of a two-year program and one year of experience as a journey-level mechanic.

Knowledge/Skill/Ability

Working knowledge of modern automotive and diesel-powered equipment repair methods, including Computer Control Systems; knowledge of the proper use of testing equipment; knowledge of lubrication methods and practices, safety procedure and shop mathematics. Ability to diagnose and determine engine and other operating defects, to make rough estimates of repair costs and to maintain detailed and accurate records of maintenance and repairs, including DOT Bit Program.

License/Certificate

Possession of valid Class C California driver's license. Obtain a California Class A license by the end of the probationary period.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to toxic or caustic chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

Work performed by the **Automotive/Equipment Mechanic** is considered safety-sensitive by the United States Department of Transportation (US DOT) and is subject to the US DOT Drug and Alcohol Program.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	CD
Date	1/6/17