



<b>Department:</b>	Public Works/Vehicle Maint.
<b>Bargaining Unit:</b>	SEIU
<b>Salary Range:</b>	E11
<b>Last Revision:</b>	November 2000

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## ASSISTANT EQUIPMENT MECHANIC

### **DEFINITION**

Under direct supervision, to perform lubrication and detailed preventive maintenance on a variety of gasoline and diesel powered automotive, heavy and light construction and other power driven equipment.

### **SUPERVISION EXERCISED**

Exercises no supervision

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs a variety of maintenance tasks and minor mechanical repairs on vehicles and related tools and equipment, including engine tune-ups, adjusting and/or relining brakes, minor electrical repairs, and routine parts replacement.

Lubricates equipment, vehicles and tools per assigned schedule.

Changes, repairs, balances and rotates tires.

Replaces and installs accessories such as mirrors, wipers and lamps.

Transports parts and equipment.

Picks up and delivers vehicles for service.

Assists mechanics in performing mechanical maintenance and repair work as assigned.

Washes and steam cleans vehicles and parts.

Services transmissions; changes filters and fluids.

Inspects vehicles for worn or loose parts; checks for hydraulic and exhaust leaks.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Recognizes vehicle deficiencies and reports to supervisor needed repairs; completes simple work records and parts lists as directed.

Organizes and performs parts warehouse related tasks.

Performs custodial duties around the corporation yard and equipment maintenance facility.

Performs fuel island duties and records products usages.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Automotive nomenclature, fuels, lubricants and applicable fluids.

Shop practices, procedures, and safety.

Hand and power tool use.

Basic internal combustion engine theory and operation, both gasoline and diesel.

Basic methods of servicing automobiles, trucks or construction equipment.

**Skill to:**

Operate a wide variety of equipment and tools used in the maintenance and repair of light and heavy automotive and other equipment in a safe and effective manner.

Perform various vehicle and equipment services.

Operate a motor vehicle safely.

**Ability to:**

Communicate clearly and concisely, both orally and in writing.

Read and follow preventive maintenance schedules, instructions and understand service manuals.

**Ability to:**

Maintain basic vehicle service records.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Work independently in the absence of supervision.

Safely operate a wide variety of City equipment and vehicles.

Identify automotive parts and defects.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

One (1) year of experience performing routine servicing of automobiles, trucks and/or gasoline - diesel powered equipment.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain within six (6) months of date of hire, a valid California Class B driver=s license.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date: November 20, 2000**