

CITY OF LONG BEACH

CLASS SPECIFICATION

MECHANIC

FLSA Designation: Non-exempt (covered)

Effective Date: February 2018

General Statement of Duties

Performs mechanical maintenance and repair of City fleet vehicles and heavy equipment; performs related work as required.

Classification Summary

The primary function of an employee in this class is to maintain and repair all City vehicles and equipment. The work is performed under the direct supervision of the Public Works Director. An employee in this class performs the duties of other employees in the Department as required. The principal duties of this class are performed in an automotive shop environment that may involve exposure to adverse weather conditions, power tools and equipment, chemicals, solvents, and related hazards.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Performs high level maintenance, troubleshooting, safety inspections, and repair work on all fleet vehicles, heavy equipment, industrial equipment, both gas and diesel, and other related equipment;
- Fabricates, makes alterations, and welds both minor and major projects;
- Troubleshoots and performs inspections and repairs on hydraulic systems, drive trains, transmissions, suspensions, steering systems, heating systems, ventilation systems, and emissions and related systems;
- Services gas and diesel vehicles and equipment with fluids and lubricants, performing tune-ups, clutch and brake adjustments, mounting and balancing tires, and servicing front end steering and suspension systems;
- Performs troubleshooting and repair work on sophisticated and technical emergency equipment associated with public safety;
- Plans and organizes preventive maintenance schedules; maintains records on vehicles;
- Evaluates required repair work for completion in-house or by outside vendor;
- Purchases necessary parts, equipment and supplies for vehicle and equipment maintenance;
- Provides emergency field service to disabled vehicles;
- Operates City Sweeper.
- Assists in preparing bid specifications;
- Maintains shop and work area in a neat, clean, safe and tidy manner;

- Performs all work duties and activities in accordance with City policies, procedures, and safety practices and in accordance with automotive industry standards, policies, procedures, and safety practices.

Other Duties and Responsibilities

- Serves on-call and as needed for emergency conditions;
- May be assigned to perform duties with other Department crews;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Methods, materials, tools, and standard practices of the automotive mechanic's trade, with particular reference to heavy duty maintenance and equipment and small engines;
- Installation, diagnosis, servicing, and repair of gasoline and diesel engines, brake systems, steering and suspension systems, hydraulic systems, power and transmission systems, vehicle electrical systems, computerized engine controls, and related components and systems;
- Operating and maintenance requirements of heavy duty and maintenance equipment;
- Fabrication of components in City equipment;
- Federal (OSHA) and City heavy equipment and automotive repair and maintenance safety principles and practices including the use of air-powered equipment, lifts, and hoists;
- Heavy equipment hydraulic systems operation and maintenance and analysis;
- Personal computers and software used for maintenance, diagnostic, and repair functions;
- Recordkeeping procedures.

Ability to:

- Follow written and oral instructions;
- Operate mechanical tools and equipment for heavy equipment and automotive repair;
- Repair heavy equipment and automotive engines, electrical systems, drive train and suspension systems, hoses and belts, and specialty parts;
- Inspect heavy equipment and vehicles for common maintenance problems and concerns and monitor fluid levels;
- Operate air-powered equipment and tire break-down equipment;
- Perform engine tune-ups including computerized control systems;
- Read and comprehend heavy equipment and automotive maintenance and repair manuals;
- Operate a personal computer and job-related software;
- Maintain vehicle and equipment inspection, maintenance, and repair records, reports, and activity logs;
- Train operators in proper vehicle operations and maintenance;
- Maintain all equipment, generators and emergency power equipment;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate diagnostic and related electronic equipment using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing with the public, supervisors, and other City employees.

Acceptable Experience and Training

- High school diploma or GED equivalency required and advanced technical training is preferred;
- At least five (5) years of technically related experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Washington driver's license
- Industrial First Aid and CPR certification;
- Traffic Control Flagger;
- Commercial Driver's License?

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and diagnose problems and relay maintenance needs to customers;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, inspect heavy equipment and automotive parts, fluid levels, equipment operation, and make necessary repairs;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of automotive shop tools including hand and power tools, electronic diagnostic and related specialized equipment, and make adjustments to equipment;
- Sufficient personal mobility, flexibility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift/move up to 100 pounds, work under vehicles, in confined spaces, remove and replace parts for repair and replacement, and work in an automotive shop environment.

Approved February 2018