



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
MASTER MECHANIC
CLASSIFICATION SPECIFICATION
(Non-Classified)

DEFINITION

Under direction, supervises and performs automotive and heavy equipment repairs; makes difficult repairs and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Master Mechanic (formerly Equipment Maintenance Foreman) reports directly to the Equipment Maintenance Supervisor, acts for the Supervisor in his/her absence.

Supervises mechanics and equipment service personnel as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Inspects and diagnoses engines, mechanical and structural problems in automotive and heavy equipment.
2. Determines repairs to be made.
3. Repairs automobiles, police cars, fire engines, fire trucks, police motorcycles, sweepers, graders, rollers, trucks and other heavy and specialized equipment.
4. Performs major and minor overhauling of gasoline and diesel engines.
5. Overhauls transmissions and differentials.
6. Tunes motors, grinds valves, lines brakes and repairs brake systems.
7. Maintains and repairs electrical systems.
8. Performs welding and occasional blacksmith work.
9. Orders stock and replacement parts and tools.
10. Assists in the preparation of specifications for equipment.
11. Does painting, auto body and fender repair.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

All types of automotive and mechanical equipment, including engines, chassis, body and appurtenances.

Techniques and practices of overhaul, repair and servicing of all types of equipment used in the City.

Supervision and training.

Record keeping and stock ordering of supplies.

Parts, tools and equipment, lubrication servicing and preventive maintenance.

Cost estimating of parts and supplies.

Accepted safety standards.

Ability to:

Record cost information, make calculations and prepares required reports.

Supervise and evaluate the work of subordinate mechanics and equipment personnel.

Produce written reports, budget updates, and performance evaluations.

Follow written and oral directions.

Maintain accurate and complete logs, records, and/or inventory.

Establish and maintain effective working relationships with supervisors, co-workers, subordinate staff, city employees, and the public.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of three (3) years journey level experience as an equipment mechanic. Additional experience may be substituted for the educational requirement on a year-to-year basis, to a maximum of two (2) years.

Training:

Graduation from high school, trade school, or equivalent.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid State of California driver's license.

PHYSICAL AND ENVIRONMENT WORKING CONDITIONS:

Office conditions: this position requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as drafting, data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

Shop conditions: work is regularly performed indoors in a mechanic shop environment. Work is performed around moving objects, vibration, noise, dirt, dust, chemicals, odors, oil, and flammable gases, and slippery surfaces. Physical demands include walking, standing, stooping, some heavy lifting, reaching, climbing and hand and eye coordination.

Seasonal exposure to various weather conditions, slippery surfaces, high elevations and cramped positions are factors encountered. This position may occasionally be required to work on weekends or evenings.