



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
EQUIPMENT MECHANIC II

Classification Specification
(Classified)

DEFINITION

Under supervision, performs periodic service maintenance on all rolling stock owned and operated by the City to insure that said equipment is safe to operate upon the City streets and State highways; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Performing major and minor mechanical repairs on all kinds of gasoline and some diesel equipment.

May have some supervisory responsibility over lower level mechanical staff.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Master Mechanic or designee

May exercise technical and functional supervision or assistance to lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The following is a list of typical duties assigned to the Equipment Mechanic II. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Inspects and diagnoses engine, mechanical, and structural problems in automotive and medium duty equipment.
2. Determines repairs to be made; repairs automobiles, police cars, police motorcycles, rollers, trucks, and other specialized equipment.
3. Does minor overhauling of gasoline engines.
4. Repairs transmissions and differentials, tunes motors.
5. Repairs brake systems, suspensions, and tires.

6. Maintains and repairs electrical systems.
7. Must provide own general/hand tools (City provides specialized equipment).
8. Supervises lower level staff mechanics.

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.

Principles and practices of supervision and training.

Accepted safety standard.

Recordkeeping, stock ordering or supplies.

Automotive parts, tools, and equipment, lubrication servicing and preventive automotive maintenance.

Ability to:

Communicate clearly and effectively in verbal and written form.

Cost estimating of parts and supplies, keep cost information, make calculations, and prepare work orders.

Establish and maintain cooperative working relationships with co-workers, supervisors, other City employees, and public contacted in the course of work.

EDUCATION: High School Graduation or GED and a minimum of three (3) years of full-time paid experience in the repair and maintenance of a variety of automotive and mechanical equipment.

License or Certificate:

Classification requires possession of a valid California Class "C" Drivers' License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit, stand, stoop or bend for up to two hours, talk, hear, walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift objects up to 85 pounds or push objects up to 100 pounds. At times the employee may work in inclement weather or under adverse conditions (tight spaces, ducts, etc). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

WORKING CONDITIONS

Depending on the assignment, work may be regularly performed indoor or outdoor and seasons, climate and weather conditions will vary. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Meeting deadlines is frequently encountered. Physical demands include continuous arm movements, standing, bending, pushing, and reaching.

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.