



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
EQUIPMENT MECHANIC III
Classification Specification
(Classified)

JOB SUMMARY

The Equipment Mechanic III performs skilled mechanical work in the inspection, diagnosis, testing, repair and maintenance of heavy equipment. In addition, performs mechanical work on a variety of light and heavy-duty automobiles and light and heavy-duty gasoline/diesel powered equipment after primary work assignment is completed; performs other related work as required. The Equipment Mechanic III is distinguished from the Equipment Mechanic I and Equipment Mechanic II by the specialized nature of the equipment to which the position is primarily assigned to repair and maintain. The Equipment Mechanic III, may from time to time, and at the direction of Master Mechanic, be required to instruct maintenance personnel in the maintenance of motorized equipment.

SUPERVISION RECEIVED

The Equipment Mechanic III works under the general supervision of the Master Mechanic or Director of Public Works and/or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Inspects and locates mechanical and electrical defects;
- Reads and interprets technical manuals and schematic diagrams;
- Diagnoses defects and determines extent of necessary repairs;
- Makes repairs and modifications to gasoline and diesel engines;
- Makes repairs and modifications to fuel, ignition and electrical systems;
- Makes repairs and modifications to hydraulic, steering, centrifugal, rotary and portable motor driven pumps;
- Makes repairs and modifications to generators, air compressors, transmissions, clutches, drive shafts, differentials, suspensions, air and hydraulic brake systems, aerial ladder mechanisms, elevating platforms;
- Makes repairs and modifications to automotive, truck sewer cleaning and power equipment, including tractors and backhoes;
- Changes and repairs tires and tubes;
- Performs preventative maintenance and annual service tests to portable and off-road vehicles, police vehicles and motorcycles, and other vehicles and related equipment according to established schedules;
- Repairs or replaces faulty parts as needed, including but not limited to wheel bearings, oil seals, fan belts, spark plugs, shock absorbers, exhaust systems, cooling systems and steering mechanisms;
- As needed performs emergency repairs to all types of equipment in the field;

- Instructs other maintenance personnel in the maintenance of motorized equipment;
- Performs general cutting, welding and fabrication work;
- May use wire feed and electric welding equipment and techniques to construct, repair and modify parts and equipment;
- Keeps records of time, materials and work performed;
- May be required to work shifts, weekends and/or holidays.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or GED; and
- Five (5) years' experience in the repair and maintenance of pumps, hydraulics, electrical systems, aerial apparatus, and other automotive and power equipment; and
- At least four (4) years of the required experience must have been as a full-time equipment mechanic at the journey-level;
- Any combination of education and experience that demonstrates the ability to perform the required duties for the position.

Licenses; Certificates; Special Requirements

- A valid California class "B" motor vehicle operator's license, safe driving record and proof of insurance are required at time of appointment.
- N.I.A.S.E. (A.S.E.) certified diesel mechanic, or completion of a recognized training program certifying competence in the repair and maintenance of diesel and gasoline engines.

Knowledge, Skills, and Abilities

- Knowledge of tools, equipment and procedures used in the maintenance and repair of equipment and vehicles;
- Knowledge of pertinent laws, codes, safety orders and safe work practices related to equipment operation and maintenance;
- Ability to test used to measure or diagnose engines, motors and chassis of all equipment;
- Knowledge of techniques used in maintenance, servicing and lubrication of equipment;
- Ability to record keeping; and
- Inventory of stock and the ordering of supplies;
- Ability to safely operate city owned vehicles and equipment;
- Ability to accurately estimate labor and materials required to complete assigned jobs;
- Ability to inspect and determine the adequacy of work performed;
- Ability to read and interpret technical manuals, wiring diagrams and schematics;
- Ability to maintain accurate records and prepare reports;
- Ability to communicate effectively, orally and in writing with staff at all levels;
- Analyze emergency situations accurately and adopt effective courses of action;
- Be available (on-call) for emergency responses as necessary;
- Ability to perform assigned activities without detailed instructions as to specific procedures to be followed;
- Ability to observe safety rules and regulations;
- Ability to understand and carry out oral and written instructions; and

- Skilled to deal tactfully and courteously, and to establish and maintain cooperative working relationship with the general public and city staff.
- Ability to establish and maintain effective working relationships with employees, city officials;
- Be available (on-call) for emergency responses as necessary.

TOOLS AND EQUIPMENT USED

Tool chest; complete and thorough set of light and heavy-duty hand and air operated tools; test gauges; volt/ohm meters.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

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.

WORK ENVIRONMENT

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.

Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: October 2023
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