

MECHANIC I
MECHANIC II

DEFINITION

To perform a variety of skilled automotive mechanical, electrical, electronic, and hydraulic maintenance and repair tasks related to gasoline, diesel, or alternative fuel powered automobiles, light and heavy trucks, and construction equipment.

DISTINGUISHING CHARACTERISTICS

Mechanic I - This is the entry level class in the Mechanic series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Mechanic II - This is the journey level class in the Mechanic series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Mechanic in that the latter performs advanced journey level work and provides technical and functional supervision to assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Mechanic I

Receives immediate supervision from the Equipment Maintenance Supervisor; and receives technical and functional supervision from a Senior Mechanic.

Mechanic II

Receives general supervision from the Equipment Maintenance Supervisor; and receives technical and functional supervision from a Senior Mechanic.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Inspect, diagnose, and identify mechanical, electrical, electronic, and hydraulic problems and defects; make repairs and adjustments to a wide variety of vehicles and equipment found in a

municipal fleet environment, including light trucks, passenger, police, fire and transit vehicles and a variety of medium and heavy equipment such as backhoes, loaders, pavers, street sweepers, and refuse collection vehicles.

Disassemble, overhaul, and reassemble gasoline, diesel and alternative fuel engines, transmissions, including heavy duty automatic types; repair and adjust clutch units, differentials, final drive units, and front ends.

Tune up engines, replace ignition parts and clearing and adjusting carburetors; prepare and replace automotive electrical equipment such as generators, starters, distributors, relays, lights and switches.

Repair and replace both air and hydraulic braking systems; adjust all types of brakes including anti-lock types; repair or replace heating and air conditioning systems; recharge air conditioners, as certified.

Diagnose and repair computer-controlled vehicle elements and replace components as needed.

Repair a variety of safety equipment and devices, including air bag systems, as certified.

Repair power steering, tracks and related sprockets, rollers and idlers, hydraulic control systems, pumps and lines.

Weld, fabricate, and assemble parts and equipment for City automotive and power-driven equipment; make auto body repairs as necessary.

Make field repairs to equipment as necessary.

Inspect and road test repaired equipment, as certified.

Estimate time and materials necessary to perform the work; communicate status of repair, maintenance, or fabrication work; purchase supplies and parts as needed; maintain work, time, and materials records.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Mechanic I

Knowledge of:

Basic operating principles of electric motors and engines fueled by gasoline, diesel, or alternative fuels.

Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

Less complex components of automotive equipment related to maintenance and repair and associated tools and uses.

Basic principles and methods of gas and electrical welding and fabrication.

Basic principles and practices of record keeping.

Ability to:

Learn to perform skilled work in the maintenance and repair of mechanical, electrical/electronic equipment related to automotive gasoline, diesel, and alternative fuel-powered equipment.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Learn to operate a computer as necessary to perform job duties, including diagnostic tasks.

Keep computer and manual records such as work orders, work performed, and supplies/parts purchased; prepare required reports.

Communicate clearly and concisely, both orally and in writing.

Respond to field requests for vehicle repair/maintenance.

Work regular shifts as assigned; may be assigned to call back and/or emergency schedules that include evenings, weekends, and/or holidays.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Mechanic I/II

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Experience:

One year of experience in semi-skilled work in performing basic servicing tasks related to gasoline, diesel, or alternative fuel powered automotive, heavy construction, and other power-driven equipment.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California Class C driver's license by date of appointment.

A valid California Class B driver's license with passenger and airbrake endorsements must be obtained within six months of date of appointment.

Three valid certificates as an Automotive Service Technician as issued by the National Institute for Automotive Service Excellence (ASE) by date of appointment.

Mechanic II

In addition to the qualifications for the Mechanic I:

Knowledge of:

Operating principles of electric motors and engines fueled by gasoline, diesel, or alternative fuels.

Ability to:

Independently perform a variety of skilled automotive mechanical, electrical, electronic, and hydraulic maintenance and repair tasks related to gasoline, diesel, or alternative fuel powered automobiles, light and heavy trucks, and construction equipment.

Experience and Training

Experience:

Two years of increasingly responsible experience performing maintenance and repair work similar to that of a Mechanic I with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California Class C driver's license by date of appointment.

A valid California Class B driver's license with passenger and airbrake endorsements must be obtained within six months of date of appointment.

Eight valid certificates as an Automotive Service Technician as issued by the National Institute for Automotive Service Excellence (ASE) by date of appointment.

06-01-18

11-04-10

09-11-07

05-12-07

10-27-97

09-26-97

Mechanic I/II

07-30-96

Light Equipment Mechanic/Heavy Equipment Mechanic

08-09-94

10-01-88