

CITY OF LOS BANOS

Job Description

POSITION TITLE	MAINTENANCE MECHANIC I
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform a variety of skilled and semi-skilled vehicle maintenance and repair work.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Fleet Maintenance Coordinator or other management personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Schedule vehicles for day-to-day preventative maintenance; coordinate pickup and delivery with departments whose vehicles are scheduled for preventative maintenance.
- Assist in ordering tools, parts and equipment necessary for the servicing and repair of vehicles and equipment. Schedule the outsourcing to various vendors for repair or warranty work.
- Examine, diagnose, and locate mechanical defects of fleet vehicles and equipment. Determine the extent of necessary repairs. The City Fleet is made up of automobiles, trucks, emergency vehicles, medium duty construction equipment and other miscellaneous equipment. Have knowledge of vehicles and equipment powered by diesel fuel, gasoline, compressed natural gas and electricity.
- Perform major and minor mechanical repairs in a wide variety of vehicles and equipment operating systems, including hydraulic, air, ignition, electric, electronic, emissions, vacuum, exhaust, intake cooling, braking, ABS, suspension, air conditioning, etc.
- Overhaul, repair and adjust engines, transmissions, differentials, clutches, hydraulic systems and body mounted systems on vehicles and medium duty construction equipment; welds, fabricates, repairs and assembles parts and equipment for city vehicles and medium duty equipment.
- Perform tire replacements and repairs on a variety of tire sizes and wheel combinations. Perform tire pressure sensor (TPS) system diagnosis, repair, calibration and wheel balancing.
- Ensure that service objectives, standards, and goals are followed; responds to questions and concerns, establishes and maintains a customer service oriented work ethic with the departments.

- Properly maintain shop equipment, vehicle lifts, and tools through routine inspections.
- Maintain clean work space and proper housekeeping rules of assigned shop area.
- Answer general mechanical questions and provide information to staff.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Basic methods of record keeping, including personal computer uses related to spreadsheet and database applications.
- English usage including spelling, punctuation and grammar.
- Techniques and methods of overhauling and repairing gasoline, diesel, compressed natural gas and electric powered equipment and related components, including engines, brake systems and electrical systems.
- Knowledge of the theory, care and operation of gasoline, diesel, compressed natural gas, and mechanical components.
- Understand methods, materials, tools and equipment of the trade; and their use in the maintenance and repair of the mechanical equipment.
- Preventative maintenance inspection methods; applicable Federal, State, Local laws, codes and regulations.
- Requirements pertaining to vehicle emission equipment requirements and Environmental Protection Agency (EPA) regulations for proper handling of chemicals and hazardous waste; methods and techniques of scheduling work assignments.
- Principles and practices of good customer service.

Ability to:

- Work independently with limited direct supervision, and perform the essential functions of the position in a responsible and professional manner.
- Sit, stand and walk on level and slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive movements in the performance of daily duties.
- Lift, carry, and push fifty (50) pounds.
- Work in all weather conditions, including wet, hot and cold; and often work with constant interruptions.
- Climb ladders, use air/electric power tools and equipment, drive motorized vehicles and medium duty equipment.
- Understand and follow both oral and written instructions.
- Develop and maintain good working relationships with outside agency contacts.
- Demonstrate confidence in personal decision making.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California B driver license with tanker endorsement and current medical certification card or the ability to obtain a valid, unrestricted Class B California driver license with tanker endorsement and medical certification card within six (6) months of hire date.
- Experience in fleet vehicle maintenance and knowledge of automotive and equipment mechanics.

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