

City of San José
CLASS SPECIFICATION

TITLE: Equipment Mechanic Assistant I/II (3311/3312)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Equipment Maintenance Supervisor	Non-Exempt

CLASS SUMMARY

Performs work in the inspection, servicing, and minor repairing of City fleet assets such as automotive, truck, construction, and portable equipment including fire apparatus and patrol vehicles. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class and performs work, under general supervision, in the Public Works Facilities Division. Equipment Mechanic Assistant I is the entry-level while Equipment Mechanic Assistant II is able to lead and train. This class differs from that of Mechanic which is the full journey level able to perform advanced mechanical repairs.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Equipment Mechanic Assistant I

Education: Successful completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

Experience: Two (2) years experience in maintenance of automotive equipment which may include any one of a combination of servicing vehicles, installation of automotive components and accessories, or maintenance and disbursement of parts and supply inventories.

Equipment Mechanic Assistant II

Education: Successful completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

Experience: Four (4) years experience in the equipment mechanical assistance of automotive equipment which may include any one of a combination of servicing vehicles, installation of automotive components and accessories, or maintenance and disbursement of parts and supply inventories including two (2) years increasingly responsible experience equivalent to the level of Equipment Mechanic Assistant I with the City of San Jose.

Required Licensing (EMA I/II): Possession of a valid California driver's license at all times is a condition of employment . As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Knowledge of:

- Common automotive parts and supplies.
- Safety practices and procedures to be observed in work.
- Tools and equipment used in servicing and maintaining automotive equipment.
- Methods and materials used in cleaning automotive equipment.

Ability to:

- Follow oral and written instructions.
- Keep required records, and to schedule equipment for servicing.
- Recognize conditions which need repair, adjustment or replacement or which can be safety hazards, requiring removal from service.

Skill in using mechanic's tools and lubricating equipment.

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Simple mechanical repairs and installation of automotive equipment.

Ability to:

- Keep required records, using standard office computer equipment and software.
- Prepare operation reports.
- Follow written manuals.
- Train and lead other employees.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Provides routine servicing, fueling and safety inspection to City Vehicles; performs complete lubrications, changing filters when necessary.	Continuous
2.	Assists other classifications and learns fundamentals of automotive electrical installation, welding, metal fabrication, machining and mechanical repairs.	Continuous
3.	Inspects fan and alternator belts for wear and damage and makes adjustments and replacements; inspects, balances, adjusts, repairs and replaces tires.	Continuous
4.	Checks engines, transmissions, and differentials for leaks and cracks; checks exhaust systems for leaks and loose hangers.	Continuous
5.	Inspects smog control systems, manifold heat control valves, and cooling systems for leaks and rust.	Continuous
6.	Inspects bodies, frames, suspension and running gears, electrical systems, brake hoses, and disc brake pads for defects, wear, and damage.	Continuous
7.	Completes and maintains forms noting servicing and issuance of vehicles.	Continuous
8.	Makes road calls to perform minor repairs; dispatches tow trucks to disabled vehicles.	As Required

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
9.	Adjusts or repairs door handles, latches, battery cables, radiator and heater hoses, and smog valves; replaces arm rests, and flasher units.	As Required
10.	Repairs minor body damage, shotgun holders, and spotlights.	As Required
11.	Completes work order forms; drives equipment to service areas	As Required
12.	Washes and cleans vehicles and other mechanized equipment.	As Required
13.	Issues City vehicles to City employees including substitute police vehicles to Police Officers.	As Required
14.	Replaces gutter brooms and main brooms on power sweepers	As Required
15.	Maintains records, including vehicle location logs, parts supply inventories, work orders and related vehicle maintenance and garage records via operating computer terminal to enter data and check records related to vehicle maintenance and parts; maintains and disburse of inventory of tires and other supplies.	As Required
16.	Pick up, deliver and issue fleet equipment parts as needed.	As Required
17.	Performs simple mechanical repairs under the guidance of a Mechanic, such as tune-ups and brake adjustment and servicing; replaces and adjusts minor mechanical units and parts and makes minor repairs that do not require a Mechanic.	Continuous
18.	Performs the safety inspection of automotive equipment and for damage to frames, cabs, and glass, and schedules equipment for repair.	Continuous
19.	Inspects gas and diesel engines and related components; repairs pneumatic and hydraulically operated tools and components.	Continuous
20.	Inspects and replaces pollution control devices and inspects drive trains for proper oil levels and contaminants on automotive equipment.	Continuous
21.	Checks brakes, steering, shock absorbers, batteries, and other parts and systems, and the packing of wheel bearings.	Continuous
22.	Ensures completion of servicing assignments and checks records to ensure that all servicing is recorded accurately.	Continuous
23.	May lead, schedule, assign, and train other employees in servicing of vehicles and equipment retained in City inventory.	As Required
24.	Performs field maintenance on automotive equipment including repairs, replaces and adjusts tires, and makes road calls for emergency servicing.	As Required
25.	Performs automotive electrical installation, welding, metal fabrication and machining.	As Required
26.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 5/80; Rev. & Ret.3/83 (formerly Equipment Service Worker/Senior Equipment Service Worker); Rev 2/87, 4/92, 7/95, 7/97, 10/11, 10/14; s002