

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Mechanic I/II (3322/3328)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Equipment Maintenance Supervisor	Non-exempt

**CLASS SUMMARY**

Under direction, performs advanced journey-level work in the maintenance, diagnostic, and repair of light and heavy duty vehicles and equipment and plans, schedules, assigns, and reviews the work of Mechanics and Apprentice Mechanics and other staff engaged in skilled and semi-skilled repair and servicing of vehicles and equipment. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two-level flexibility staffed class performing advanced journey-level work in the Mechanic classification series responsible for providing lead direction and training to assigned staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned maintenance program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from that of Mechanic in that Senior Mechanics provide technical assistance on the most difficult repair conditions and provide lead direction to Mechanic I/II and lower classes performing repair and maintenance. This class differs from the class of Equipment Maintenance Supervisor I/II in that the latter has full supervisory responsibility over one or more repair sites.

**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**

**Senior Mechanic I**

**Education and Experience**

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate AND three (3) years as a journey-level Mechanic I/II with the City of San Jose.

**Acceptable Substitution**

None

**Required Licensing (such as driver's license, certifications, etc.)**

- Possess and maintain a valid State of California Driver's License.
- As a condition of employment in designated positions, possess and maintain a valid State of California Class A driver's license with applicable endorsements.
- Possess and maintain valid Smog Check Inspector or Smog Check Repair Technician licenses from the State of California.
- Possess and maintain a forklift operators certification within six (6) months of hire.
- Possess and maintain National Institute of Automotive Service Excellence (ASE) Certificates: A5 Brakes, G1 Auto Maintenance and Light Repair Certification Test, T4 Truck Brakes, T8 Truck Preventative Maintenance Inspection, and Light Duty Hybrid/Electrical Vehicle Specialist (L3).

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- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program within six (6) months of hire.

**Senior Mechanic II**

**Education and Experience**

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate AND three (3) years as a journey-level Mechanic I/II or higher with the City of San Jose, with at least one (1) year as a Senior Mechanic I OR two (2) years as a Mechanic II.

**Acceptable Substitution**

None

**Required Licensing (such as driver's license, certifications, etc.)**

- Possess and maintain a valid State of California Driver's License.
- Possess and maintain a valid State of California Class A driver's license with applicable endorsements.
- Possess and maintain a valid Smog Check Inspector and Smog Check Repair Technician licenses from the State of California.
- Possess and maintain a forklift operators certification.
- Possess and maintain National Institute of Automotive Service Excellence (ASE) Certificates as Master Automobile Technician (A1-A8) OR Master Medium-Heavy Truck Technician (T2-T8).
- Possess and maintain ASE Certifications: A5 Brakes, G1 Auto Maintenance and Light Repair Certification Test, T4 Truck Brakes, T8 Truck Preventative Maintenance Inspection, and Light Duty Hybrid/Electrical Vehicle Specialist (L3).
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program.

**Other Qualifications**

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

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, such as
  - Servicing and repair technology related to a wide variety of motorized vehicles and equipment including gasoline and diesel engines.
  - Functions and capacities of various parts and equipment.
  - State vehicle inspection standards.
  - Reading and interpreting manufacturers' operating and service manuals.
  - Reading and interpreting blue prints.
  - Using a wide variety of test equipment in troubleshooting maintenance and repair conditions.
  - Diagnosing and repairing difficult mechanical malfunctions in a wide variety of equipment and vehicles including the major overhaul of gasoline and diesel engines and hydraulic systems.
  - Ability to set priorities.

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- Training and leading others in servicing, repair and maintenance of vehicles and specialized equipment.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

**Additional Competencies and/or Desirable Qualifications**

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

- Knowledge of City policies relating to servicing and repair of assigned equipment and vehicles.
- Ability to schedule, assign and evaluate the work performed by other employees.

DUTY NO.	<b>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:</b>	FREQUENCY*
1.	Provides lead direction and participates in cost effective and timely preventive maintenance, repairs and modifications of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, fire apparatus, and other types of fleet assets.	Daily
2.	Directs and participates in cost effective and timely preventive maintenance, troubleshooting and repair of drivability and emissions, computers, safety systems and complete overhauls of gasoline and diesel engines, manual and automatic transmissions, chassis and drivetrain systems, brake systems (air, hydraulic and electric), air conditioning and heating systems, cooling systems, frames, suspensions and steering systems, diesel and gasoline fuel systems, electrical, charging and lighting systems, hydraulic systems, pump systems, vacuum and spray systems.	Daily

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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:	<b>FREQUENCY*</b>
3.	Directs and participates in using testing, diagnostic and shop equipment including but not limited to emissions, cooling, fuel, ignition, electrical, HVAC, brakes, engine, transmission, pump, and hydraulic testing; uses OEM and 3 <sup>rd</sup> party scan tools with various diagnostic software; uses brake lathe, tire machines, welders, diesel particulate filter machine, hydraulic hose fabrication equipment, vehicle lifts etc.	Daily
4.	Trains and provides lead direction to Equipment Mechanic Assistants I/II, Apprentice Mechanics, and Mechanics I/II in the repair and maintenance of fleet assets.	Daily
5.	Maintains accurate and current work activity utilizing Fleet Management database and any other required record keeping systems; communicates and work effectively with team members and customers; consults with supervisor, customers, and vendors on asset status. Schedule and assigns work and establishes priorities; schedules and assigns work and establishes priorities; coordinates and schedules commercial work at City and vendor locations; directs and leads commercial receiving inspections.	Daily
6.	Directs and participates in modifications to all types of fleet assets.	As Required
7.	Directs and participates in metal fabrication utilizing mig, tig, gas and arc-welding functions for fleet asset repairs.	As Required
8.	Directs and participates in performance of minor body work on vehicles.	As Required
9.	Directs and participates in performing field preventive maintenance, fueling and repairs on all City-owned fleet assets.	As Required
10.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person, in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public;
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;

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- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 5/91, Rev. 4/92, Rev. & Ret. 12/94, 2/95 (Formerly Sr. Equipment Mechanic), Rev. 4/98, Rev. 02/19; s003*