

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

**Title: Mechanic I/II (3323/3320)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Senior Mechanic	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs journey-level work of moderate difficulty in the maintenance and repair of mechanized equipment. The primary responsibility of Mechanic I/II is to perform journey-level servicing, diagnostics, and repair 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, and fire apparatus. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two level flexibly-staffed class and is the journey-level in the Mechanic series. Assignments, objectives, and work steps are set and established work processes are to be followed; work review is occasional during progress or upon completion of assignment. It differs from the lower class of Equipment Mechanic Assistant I/II which performs less complicated, or sub-journey level, mechanical assignments and routine safety and preventative maintenance duties. It differs from the next higher class of Senior Mechanic I/II in that the latter is the advanced journey-level responsible for providing lead direction.

**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**

**Mechanic I**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND completion of a CA Apprentice Equipment Mechanic Program or equivalent program acceptable to the City.

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

- Possess and maintain of a valid State of California Driver's License.
- Possess and maintain a forklift operators certification within six (6) months of hire.
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program within six (6) months of hire.

**Mechanic II**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience as a journey-level Mechanic I 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.
- Possess and maintain a valid State of California Class A or B driver's license with applicable endorsements.

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- Possess and maintain a forklift operator's certification.
- Possess and maintain the following National Institute of Automotive Service Excellence (ASE) Certifications: G1 Auto Maintenance and Light Repair Certification Test, T8 Truck Preventive 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.
- Possess and maintain a State of California Smog Check Inspector certification.

**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.
  - Common repair shop tools and equipment and their proper use and care.
  - Repair shop safety standards and precautions.
  - Using and maneuvering heavy tools and equipment.
  - Diagnosing, servicing and repairing mechanical malfunctions in a wide variety of equipment and vehicles including the major overhaul of gasoline and diesel engines and hydraulic systems.
- 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.
- 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:

- Safety standards for various types of specialized equipment and vehicles.
- City policies relating to the servicing and repair of assigned equipment and vehicles.
- Up-to-date and modern technology and equipment for vehicular and equipment repair.

Ability to:

- Performing arc and gas welding.

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- Prepare and maintain proper records.
- Make procedural and safety recommendations to supervisors.
- Provide instruction and guidance to others.
- Obtain a City driving permit.

DUTY NO.	<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:	FREQUENCY*
1.	Performs 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.	Performs 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
3.	Utilizes testing, diagnostic and shop equipment including but not limited to emissions, cooling, fuel, ignition, electrical, HVAC, brakes, engine, transmission, pump, and hydraulic testing. Utilizes OEM and 3 <sup>rd</sup> party scan tools with various diagnostic software. Utilizes brake lathe, tire machines, welders, diesel particulate filter machine, hydraulic hose fabrication equipment, vehicle lifts etc.	Daily
4.	Trains Equipment Mechanic Assistants and Apprentice Mechanics in the repair and maintenance of mechanized equipment and signs off on mechanical repairs performed by them.	Daily
5.	Operates all fleet assets serviced, maintained and repaired by Fleet Management.	Daily
6.	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. Schedule and assigns work and establishes priorities; coordinates and schedules commercial work at City and vendor locations; performs commercial receiving inspections.	Daily
7.	Performs metal fabrication utilizing mig, tig, gas and arc-welding functions for fleet asset repairs.	As Required
8.	Makes modifications and upfitting to all types of fleet assets.	As Required
9.	Perform minor body work on vehicles.	As Required
9.	Performs 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

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**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;
- 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 5/80, Rev. & Ret. 3/83 (Formerly Equipment Mechanic, Light/Heavy Duty Equipment Mechanic), Rev. 12/01 (Consolidation with Motorcycle Mechanic), Rev. 1/02, Rev. 02/19; 003*