

LIGHT EQUIPMENT MECHANIC I

DEFINITION

Under close supervision, maintains and repairs automotive equipment including City cars, pickups and other light vehicles and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Equipment Supervisor. No supervision exercised.

DISTINGUISHING CHARACTERISTICS

Light Equipment Mechanic I is an entry level class for candidates qualified to learn the duties of a Light Equipment Mechanic II. Incumbents apply previously acquired mechanical skills while learning the special skills required to maintain automotive and light mechanical equipment.

This class differs from Light Equipment Mechanic II in that the latter is the journey level class in which incumbents are experienced in the diagnosis, maintenance and repair of automotive and light mechanical equipment. This series differs from the Heavy Equipment Mechanic series in that the focus of the latter is on heavy equipment maintenance and repair. It differs from the Bus Mechanic series in that the focus of the latter is on the repair of buses and related transit equipment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Performs skilled tasks in the repair and maintenance of light automotive equipment including cars, pickup trucks, and other light mechanical equipment.

Performs engine tune-ups and adjustments using standard testing and diagnostic equipment.

Performs minor repairs and replaces components on City trucks, pickups, and other light vehicles and related equipment.

Responds to road calls to repair light automotive and mechanical equipment.

Learns the disassembly, reassembly, preventative maintenance and inspection, diagnoses, installation, and repair of diesel, gas and alternative fuel engines, drive train, brakes, suspension, steering, electrical including electrical systems, heating, ventilation and air conditioning and related components; and, correct use of corresponding tools and equipment.

Maintains records of work performed.

Maintains a clean work area and assists with the cleaning of shop areas and equipment and follows Occupational Safety and Health Administration (OSHA) and other required safety standards.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The methods, materials, and equipment used in the diagnosis, maintenance and repair of light automotive equipment.

The operating principles of automotive engines, electric vehicles, and engine driven sub-systems.

The occupational hazards and safety precautions of the trade, including the handling of hazardous materials.

Troubleshooting and diagnostic practices and techniques for automotive vehicles, equipment, and related systems.

Skill/Ability to:

Properly and safely use hand and power tools and equipment used in automotive maintenance and repair.

Operate a motor vehicle safely.

Learn to diagnose malfunctioning mechanical and electrical systems and related sub-systems.

Understand and carry out written and oral instructions.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Operate computers and applicable software applications for basic data entry necessary for completion of assigned duties.

Read, write, and perform shop math at the level required for successful job performance.

Interpret and work from manuals, schematics, sketches, diagrams, and work orders.

Use diagnostic tools utilized in assigned area of responsibility.

MINIMUM QUALIFICATIONS

Education:

Possession of a high School Diploma or equivalent GED completion

Experience:

One (1) year of full-time paid experience performing routine maintenance and simple repairs on diesel, gasoline and electric powered cars, trucks, buses, construction equipment, and other vehicles and equipment. A certification of completion or Associate's Degree from a recognized vocational, technical, or accredited college or university program in automotive or heavy equipment technology may be substituted for the required experience.

Special Requirement(s):

Possession of a valid Class C California Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Depending on assignment, may be required to obtain a California Commercial Class B Driver's License with required endorsements and without air brake restriction within twelve (12) months of department request and continued maintenance throughout the entire term of employment in this classification

Within twelve (12) months of appointment, must possess and maintain throughout the entire term of employment in this classification the following two (2) valid certifications issued by the National Institute for Automotive Service Excellence (ASE) in the Automotive & Light Truck (A) Series:

- Steering & Suspension (A4)
- Brakes (A5)

Incumbents must take the two (2) above certification examinations within the first six (6) months of appointment. Failure to obtain the ASE certifications within twelve (12) months of appointment will be cause for termination from this classification.

This class is in a flexibly-staffed series, which requires twelve (12) months of satisfactory service within the series. A Light Equipment Mechanic I may be "flexed" to Light Equipment Mechanic II as early as six (6) months upon recommendation of the

appointing authority and upon possession of all necessary licenses and certifications. A Light Equipment Mechanic I who "flexes" early must still serve the remainder of their probationary period at the II level, for a total of twelve (12) months. If an employee is hired at the II level, they will be required to serve the twelve (12) month probationary period at that level.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, bending, climbing, crawling, crouching, feeling, manual dexterity, grasping, gripping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, repetitive motion, speaking, standing, stooping, talking, twisting, visual acuity, walking.

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Director of Personnel Services

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