

**CITY OF COVINA**  
**EQUIPMENT MECHANIC**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, makes major and minor mechanical repairs on gasoline powered vehicles, diesel trucks, and other equipment, performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Equipment Mechanic** is the journey level class responsible for a variety of mechanical, electrical and hydraulic maintenance and repair on City owned power equipment. This classification provides mechanical repair, preventative maintenance, and occasionally emergency repairs for citywide motor vehicle pool and construction heavy equipment in the field.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from higher level management staff. May exercise technical and functional supervision over lower level public works and office support staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Inspects, diagnoses, and repairs mechanical and electrical defects in automobiles, trucks, tractors, rollers, mowers, and other mechanical equipment used in street, park, and utility work.
- Overhauls motors, grind valves, repairs transmissions, differentials, fuel injectors, carburetors, distributors, fuel pumps, lights, steering gears, starters, alternators, universal joints, and hydraulic systems.
- Adjust brakes; occasionally does light bodywork and painting; installs batteries, tires and brakes.
- May perform lathe work, and acetylene and arc welding and cutting; maintains records of repairs made, and time worked.
- Establishes positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment

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weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Equipment Mechanic**. A typical way of obtaining the required qualifications is to possess a high school diploma, or equivalent, and a minimum of two years of journeyman automotive repair experience. Certification in a specialized areas of light and heavy-duty equipment repair, such as air conditioning and break inspection, is highly desirable.

### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. May be required to obtain a Class A California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Practices, techniques, and methods of equipment maintenance and repair; characteristics of complex mechanical, electrical and vehicle computer systems; use of microprocessor and mechanical diagnostic equipment; operational and maintenance characteristics of a variety of light and heavy-duty vehicles and equipment; methods and techniques of leading, training and motivating assigned crews; applicable federal, state, and local laws, codes and procedures; principles of mathematics; record keeping.

### **Ability to:**

Perform a wide variety of vehicle and equipment repair and maintenance activities; operate a variety vehicles, tools and equipment used in municipal public works activities; inspect, diagnose and repair mechanical, electrical and hydraulic systems; perform heavy manual labor; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Safely and effectively operate a variety of diagnostic equipment and power and hand tools used in heavy and light-duty equipment repair.