

CITY OF COVINA

SENIOR 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 direction, performs major and minor mechanical repairs on gasoline powered vehicles, diesel trucks, and other equipment; assumes responsibility for the more difficult and complex tasks; develops and implements preventative maintenance schedules; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Equipment Mechanic** is the advanced journey level class responsible for a wide variety of mechanical, electrical and hydraulic maintenance and repair on City owned power equipment. This classification is distinguished from the next higher classification of Equipment Foreman in that the latter is a supervisory class responsible for the administrative and operational duties of the Public Works Department's garage.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Equipment Foreman. Incumbents do not routinely exercise supervision.

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

- Leads and performs the work of staff responsible for the maintenance and repair of a variety of light and heavy duty City owned vehicles and equipment; develops and implements preventative maintenance schedules; assumes responsibility for the more difficult and complex tasks.
- Recommends service levels; performs vehicle and equipment inspections to ensure compliance with department policies, practices and applicable safety regulations; selects and orders necessary parts and supplies; contacts outside vendors for parts and service; serves as acting Equipment Foreman as required.
- Performs maintenance and repair of shop equipment and/or machinery, including power tools, lifts and equipment; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.

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- Establishes positive working relationships with representatives of community organizations, state/local 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, 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. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

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 a **Senior Equipment Mechanic**. A typical way of obtaining the required qualifications is to possess a high school diploma, or equivalent, and a minimum of three years of journeyman automotive repair experience that includes repair and maintenance of heavy construction equipment. Certification in a variety of 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. Possession of, or ability to obtain, a valid class A California driver's license may also be required.

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:

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Lead and 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; estimate time and materials for completion of projects; 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.