

MECHANIC SERIES

Definition:

Under various levels of supervision, ~~repairs, services~~ determines the cause and extent of operational problems in a wide variety of equipment powered by gasoline, diesel, electric or alternative fuel engines; maintains and makes major and minor repairs on automobiles, motorcycles, power tools, trucks, tractors, motor sweepers and various heavy and light equipment power driven machinery and performs related work as required.

Class Titles

Mechanic I

Mechanic II

Mechanic III

Essential Duties and Responsibilities:

The following responsibilities and essential duties and responsibilities of are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

All levels within the ~~series~~ Series

Performs basic machine shop work incidental to mechanical repairs.

Performs a variety of automotive inspections, to include the following: preventative maintenance inspections.

Operates a variety of shop equipment related to assigned duties.

Cleans and maintains tools and work area.

Records and maintains a variety of routine records.

Makes offsite service calls when needed.

Drives/operates a variety of City vehicles.

Operates a personal computer and uses applicable software to enter and maintain data and produce a variety of reports.

Mechanic I/II

Repairs, adjusts, cleans and overhauls gasoline, diesel, electric and alternative fuel vehicles and equipment.

Repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps.

—Fits and adjusts bearings, installs axles, fits pistons and rings and straightens and aligns frames, axles and wheels.

—Adjusts door latches and locks, installs and adjusts electrical system components, air conditioning systems, brakes and ignition systems.

~~—Diagnoses electronic automotive computers.~~

~~—Diagnoses and troubleshoot electrical and mechanical problems using specialized diagnostic tools; uses diagnostic tools to assess EV battery health, electric drivetrains and onboard systems.~~

Diagnoses vehicle trouble codes using a scanner to determine the extent of needed repairs.

~~—Performs~~ Maintains, repairs, removes and installs add-on equipment to police motorcycles.

Uses welding equipment to performs a variety of welding tasks to fabricate metal parts/equipment and repair broken parts include acetylene welding, soldering and brazing.

Repairs or replaces tires.

~~—Delivers and retrieves a variety of items including vehicles, equipment and supplies from various vendors.~~

Mechanic III

Inspects motorized, mechanical and hydraulic equipment.

Tunes and replaces engines, fits and adjusts valves and pistons.

Replaces rods and gears.

Cleans, repairs and replaces a variety of equipment parts to include carburetors, fuel pumps, strainers, fuel lines, fuel tanks, fuel injectors, throttle bodies and gauges.

Wires and reconditions electrical systems to include the testing, repair and replacement of starters, magnetos, generators, distributors, relays, lights and switches.

Relines and adjusts brakes.

Overhauls hydraulic, booster and vacuum systems.

Overhauls, repairs, installs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps.

Maintains a variety of routine records and may use a computer to input data.

May assist lower-level mechanics.

May act in a lead capacity and assist with the training and work direction of lower-level fleet maintenance

All levels within the Series

Performs basic machine shop work incidental to mechanical repairs.

Performs a variety of automotive inspections, to include preventative maintenance inspections.

Operates a variety of shop equipment related to assigned duties.

— Cleans and maintains tools and work area.

— Maintains a variety of routine records.

— Performs preventative maintenance and other inspections.

— ~~Repairs or replaces tires.~~

— Drives/operates a variety of City vehicles.

— ~~Performs~~

Operates a personal computer and uses applicable software to enter and maintain data and produce a variety of reports.

— May perform smog inspections.

— May assist higher level mechanics.

Other Duties and Responsibilities:

— Performs metal fabrication tasks.

— Performs other projects/tasks as assigned.

Class Characteristics:

Mechanic I is the ~~multi-incumbent~~ entry-level classclassification in the series. Incumbents work under close supervision and perform the less complicated repairs and adjustments. Mechanic II is the ~~multi-incumbent~~ journey level class in the series. Incumbents work with greater independence than Mechanic Is, and are assigned the more complicated repairs and adjustments. ~~Both classes perform the full range of duties. As the Mechanic III performs journey level of knowledgework in a specialized field of automotive repair as a major function of the position. The areas of specialization include the repair and experience increase, a Mechanic I may be reassigned to maintenance of heavy-duty fire equipment and the diagnosis and correction of particularly difficult operational problems. The required skill level of an incumbent Mechanic III exceeds that which would be expected of a Mechanic II.~~

Contacts and Relationships:

Contact performing only general automotive repair work. The work of an incumbent Mechanic III is established and maintained performed with other Fleet Division staff in the Maintenance Services Department considerable independence and City vehicle users is normally reviewed only upon completion

Positions in Mechanic Series are flexibly staffed; positions at the Mechanic II level are normally filled by advancement from the Mechanic I level. Progression to the Mechanic II level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at the Mechanic I level; and (d) City Manager approval for progression to the Mechanic II level.

Positions at the Mechanic III level are normally filled by advancement from the Mechanic II level. Progression to the Mechanic III level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at a Mechanic II level; and (d) City Manager approval for progression to the Mechanic III level.

Bargaining Group: FMEF

Qualification Guidelines:

The following generally describes the knowledge and abilities which are ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties and responsibilities of the series are as follows:

Knowledge of:

Mechanic I/II

Operating principals of gasoline/diesel/alternative fuel-powered fleet equipment.

Principals and methods of computer assisted analysis of fuel, electrical, mechanical and hybrid systems.

Preventative maintenance inspection methods.

Fuel systems, hybrid systems, transmissions and all related components.

Tools, equipment and procedures involved in the diagnosis, maintenance and repair of engines and other power-driven equipment.

—Fuel, ignition, cooling, air conditioning, mechanical and electrical systems and air
—~~brake~~airbrake systems.

—
Operation and maintenance of internal combustion engines.

—Operation and use of hydraulic and pneumatic equipment.

Mechanic I/II Series

May 2025

Page 4

—Electric vehicle systems, including batteries, motors and charging systems.

Small equipment to include chain saws, mowers and hand tools.

Safety precautions and practices ~~necessary when working with power driven and garageas~~
applied to the repair and operation of equipment powered by gasoline, diesel and alternative
fuels.

Diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters.

Computer applications as they relate to area assigned.

Arc welding techniques.

Mechanic III – In addition to those of Mechanic I/II

Diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters.

Maintenance and operation of heavy-duty fire fighting vehicles and equipment.

Computer engine (DDEC) and computer electronic transmission systems.

Air brake systems.

Chassis overhaul and upgrade.

Fire truck ladder inspection and repair.

Ability to:

Mechanic I/II

Maintain and repair a variety of motorized and electric equipment.

Operate shop tools, including drills, pressers, grinders, reamers and brake relining
machines.

Read and write at the level required for successful job performance.

Read and understand electrical wiring and hydraulic schematics.

Make repairs to power driven equipment.

Request parts as appropriate for the performance of needed repairs.

Adhere to multiple deadlines and handle multiple projects.

Handle job stress and maintain composure.

Learn to operate modern office equipment including computer equipment and specialized software application programs.

Understand and carry out oral and written directions independently.

Communicate effectively orally.

Complete forms and transfer data from one form to another.

Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of work.

~~A typical way to obtain the knowledge and abilities is as follows:~~

Education:

Mechanic III – In addition to those of Mechanic I/II

Diagnose electronic/automotive computer problems.

Properly maintain and repair heavy-duty fire fighting vehicles and equipment.

Operate sophisticated diagnostic equipment.

Act in a lead capacity as needed.

Education, Training and Experience:

Any combination of education, training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Mechanic I: — Mechanic I:

- One year of vocational training in engine and/or automobile maintenance.

- ~~• Mechanic II: Two years of vocational training in engine and/or automobile maintenance.~~

AND

Experience:

- ~~Mechanic I: One year of experience in the mechanical repair of automotive equipment.~~

Mechanic II:

Mechanic ~~I/II~~ Series

May 2025

Page 6

- Two years of vocational training in engine and/or automobile maintenance.

Five

- Three years of experience in the mechanical repair of automotive and power-driven equipment, to include some experience performing maintenance and repairs on EV and alternative fuel vehicles.

Mechanic III:

- Two years of vocational training in engine and/or automobile maintenance to include power train/differential repair.
- Four years of experience in the mechanical repair of automotive and power-driven equipment, to include experience in mid-range diesel engine repair, engine and chassis overhaul and electronic system repair.
- Some experience performing maintenance and repairs on EV and alternative fuel vehicles.

All Levels Within the Series:

- Possession of or ability to obtain Level I and II Certifications as a Master Mechanic as issued by the State of California is desirable.
- Possession of or ability to obtain Automotive Service Excellence Certifications for heavy and/or light duty vehicles is desirable.
- Possession of or ability to obtain Automotive Service Excellence Certification for Light Duty Hybrid/Electric Vehicle Specialist is desirable.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Shift work is required; incumbents are subject to overtime.

Mechanic I: Possession of a basic set of mechanic's hand tools.

Mechanic II: Possession of a complete set of mechanic's hand tools.

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position. Employees required to obtain and maintain a commercial California Driver's License will be subject to the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to random drug and alcohol testing.

Mechanic III: Possession of a complete set of mechanic's hand tools

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position. Employees required to obtain and maintain a commercial California Driver's License will be subject to the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to random drug and alcohol testing.

Mechanic I/II/III Series

May 2025

Page 7

Based on area of assignment, possession of or ability to obtain Fire Mechanic Level I and II Certifications as issued by the California Fire Chief's Association within 12 months of employment in this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an open automotive shop environment. Incumbents are exposed to the elements, the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents drive/operate City vehicles/equipment, assist in the testing of and are exposed to a wide variety of automotive equipment and hand and power tools. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Special Requirements:

~~Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position.~~

~~Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position.~~

~~Shift work is required and incumbents are subject to overtime.~~

~~Mechanic I: Possession of a basic set of mechanic's hand tools.~~

~~Mechanic II: Possession of a complete set of mechanic's hand tools.~~

~~Some positions may come under State of California Department of Transportation regulations and/or testing guidelines.~~

Other:

- ~~• Possession of or ability to obtain Level I and II Certifications as a Master Mechanic as issued by the State of California is preferred but not required.~~

~~Possession of or ability to obtain Automotive Service Excellence Certifications for heavy and/or light duty vehicles is preferred but not required.~~

Fair Labor Standards Act Designation: Non-exempt.

Revised and Retitled May 2025; Includes consolidation of Mechanic I/II Series and Mechanic III

Revised May 2001

Revised February 1999