

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

EQUIPMENT MECHANIC
April 2019

DEFINITION

Under general supervision, performs a variety of duties related to the preventative maintenance, servicing, and repair of City vehicles and heavy equipment; may assist with maintenance of Water Pollution Control Plant pumps.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic is an entry and working-level classification responsible for performing preventative maintenance, servicing, and repairs for City vehicles and equipment. This position is distinguished from the Senior Mechanic by the level of work performed, and because the Senior Mechanic has lead responsibilities.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from higher-level Public Works Department staff.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Conducts standard preventative maintenance, inspections, servicing, and mechanical repairs for City vehicles and equipment;
- Diagnoses, repairs, and maintains City vehicles and heavy equipment;
- Performs regular preventative maintenance for the Public Works vehicles and equipment;
- Repairs and maintains City equipment in compliance with regulations;
- Follows all safety rules and protocols; takes appropriate action and reports safety concerns to supervisor;
- Repairs radiators, water pumps, and hoses; replaces fans, thermostats, and cooling system elements;
- Assists in building and repairing special construction or maintenance equipment;
- Diagnoses mechanical problems and prepares reports;
- Communicates with other departments and individuals regarding problems with vehicles and equipment; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Practices, methods, tools, and equipment used for mechanical repairs; standard safety procedures; equipment maintenance; safe and proper use of tools and materials used in the repair and maintenance of vehicles and equipment; diagnostic equipment related to maintenance and repair of heavy equipment, automotive, and mechanical equipment; effective and positive techniques for working and communicating with the public and in a diverse community; effective techniques of communication, including verbal and written.

Ability to: Recognize and diagnose mechanical problems; properly inspect and repair mechanical equipment; read and understand equipment operating manuals; follow oral and written directions; work safely in and around heavy equipment; safely and properly operate tools and equipment in repairing and rebuilding powered equipment; maintain records and reports; effectively communicate verbally and in writing; establish and maintain effective working relationships with employees, third parties, and the public.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: High School Diploma or GED; additional specialized training in equipment maintenance, automotive mechanics, or related field is highly desirable.

Experience: Two (2) years of recent maintenance experience including inspecting, diagnosing, and repairing automotive and heavy equipment; in the overall repair and maintenance of light and heavy power-driven equipment; or in a related field.

Licenses: Must possess and maintain a valid California Driver's License with a satisfactory driving record. Must obtain a Class B Driver's License within six (6) months of employment.

SPECIAL REQUIREMENTS

Respond to work at any hour of the day or night, within designated timeframe, as required during afterhours, weekend service, and/or emergency situations. Requires moderate and sometimes strenuous exertion including bending, stooping, crouching, crawling, climbing, lifting, twisting, carrying, and/or handling material weighing up to twenty-five (25) pounds. Work in varying temperatures of cold and heat, and in inclement weather for extended periods of time; work in conditions that may contain dust, mold, vibration, chemicals, and mechanical hazards.