

## EQUIPMENT MAINTENANCE MECHANIC I/II

### JOB SUMMARY

Under general supervision, performs skilled diagnostic and repair work in the maintenance of light, medium and heavy gasoline and diesel-powered automotive and construction equipment; and performs related work as required.

As the Equipment Maintenance Mechanic I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to Equipment Maintenance Mechanic II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

### EXAMPLES OF DUTIES

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

- Inspects, diagnoses and overhauls equipment such as cars, trucks, tractors and other rolling stock, gasoline, diesel and propane-powered equipment located at pump stations, operations yard and treatment plants.
- Inspects, diagnoses, tunes, and rebuilds diesel and gasoline engines, transmissions, carburetors, brake systems, hydraulic systems and pumping systems located on rolling stock.
- Operates automotive test equipment, such as oscilloscopes, compression gauges, electrical testers, micrometers, exhaust analyzers and other testing equipment.
- Uses electronic equipment to trouble shoot and diagnose mechanical and electrical problems.
- Cuts and fabricates metal parts.
- Writes parts requisitions, repair orders and job reports.
- Researches catalogs to locate materials and parts required for repairs.
- Purchases parts and materials on open purchase orders.
- Assists with the operation, inspection, repair, installation, testing, servicing and maintenance of impeller and centrifugal pumps, positive displacement pumps, appliances, circuit breakers, relays, water lines and gate valves.
- Monitors day to day maintenance and repair scheduling to keep production at its highest level of efficiency.
- Follows established policies and procedures in the performance of duties.
- Assists other maintenance personnel by performing unskilled or semi-skilled duties.
- Initiates parts requisitions, tracks paperwork in progress and updates records and files.

- Cares for and stores tools and provides for security of tools, materials and equipment at the shop and work site.
- Maintains records and logs.
- Serves as back up to warehouse functions in the absence of the Purchasing Officer.
- Sets up meeting room and equipment for the District's Board of Directors meetings.
- Ensures that safety equipment is in working order and that safety procedures are followed in the performance of duties.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Methods, materials, tools and techniques used in the overhaul, maintenance and repair of gasoline and diesel-powered automotive and specialized construction equipment.
- Principles of internal combustion and diesel-powered engines, air conditioning, hydraulics and electrical systems.
- Principles of carburation and injections.
- Engine diagnostic procedures.
- Proper methods, materials, tools and equipment used in the repair of pumps and valves.
- Simple record keeping.
- Appropriate safety precautions and procedures.

### Ability to:

- Diagnose engine, drive train, cooling, electrical and fuel malfunctions.
- Use complex diagnostic instruments and meters.
- Use shop tools, including drills, presses, grinders, reamers and break relining machines safely and efficiently.
- Use gas and electric welding and cutting apparatus.
- Operate a vehicle observing legal and defensive driving practices.
- Make repairs to motorized equipment.
- Maintain records.
- Use with skill the tools, test equipment and materials used in the repair of pumps and valves.
- Work from shop drawings, sketches, plans, specifications, catalogs and technical manuals.

### Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One to two years experience performing automotive repair work; welding and metal fabrication experience is desirable.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance.

Licenses and Certificates:

Operator I: Possession of a valid California driver's license, Class C, with the ability to obtain a Class B within twelve (12) months of employment, and ability to maintain insurability under the District's insurance carrier.

Operator II: 1) Possession of a valid California driver's license, Class B, with ability to maintain insurability under the District's insurance carrier. 2) Possession of an Automotive Service Excellence (ASE) certification is highly desirable.

Physical Demands:

Use hands to operate hand and power tools requiring strength and coordination; use lower body mobility to stand, walk, stoop, bend, crawl and extend legs; regularly lift over 50 pounds and frequently over 100 pounds, with assistance; be exposed to harsh substances and incumbents may be required to wear protective apparel, including goggles, face protectors, aprons, shoes and a respirator, as required by OSHA standards.

**OTHER REQUIREMENTS**

May be required to work evenings, weekends and holidays and assume stand-by duty if necessary.

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