

**ADMINISTRATIVE SERVICES DEPARTMENT  
FLEET AND FACILITY SERVICES DIVISION  
EQUIPMENT MECHANIC**

**GENERAL DUTIES:** Under general supervision of the Fleet Supervisor, perform both routine and complex repairs, diagnoses, and preventive maintenance services on a variety of automotive, construction, and specialized municipal vehicles and equipment, both gasoline and diesel fueled.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and expectations for the proper image of the City, as per department policy.

Attendance - Follow department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follow all work instructions and complete all assigned duties. Follow the policies, rules, and regulations of the City and Department.

Safety - Follow the Safety and Health Handbook, as well as other safety related standards, avoid unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conduct work in a manner which supports the over all team effort, and which avoids disruption of one's work and the work of others. Treat all city employees with respect. Take responsibility to resolve differences. Find solutions to problems. Respect racial, religious, ethnic, and sexual differences of others, and avoid derogatory statements regarding these differences .

Customer Service - Conduct work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treat customers with respect. Follow the same rules that one expects the customer to follow. Respect racial, religious, ethnic, and sexual differences of others, and avoid derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Perform inspections, tune-ups, and diagnoses on engines.
2. Perform inspections, repairs, and diagnoses on fuel and electrical systems, including fuel-injected and computer-controlled systems.
3. Perform repairs on engines, clutches, transmissions, and differentials.
4. Inspect, repair, overhaul, and adjust mechanical, hydraulic, and air brake systems, including anti-lock braking systems.
5. Lubricate and perform preventive maintenance inspections on all City vehicles and equipment.

6. Inspect, diagnose, repair, or replace steering gears, axles, chassis parts, or other suspension components.
7. Operate all City equipment and vehicles for the purpose of testing, delivery, and training as directed.
8. Complete work reports and parts lists as directed.
9. May make repairs to non-automotive equipment. Perform facility maintenance and repairs as directed.
10. Occasionally, make rough or temporary body and fender repairs.
11. Perform welding and fabrication work as directed.
12. As directed, participate in training programs related to safety and technical aspects.
13. Perform related tasks as directed.

**SKILLS:** Sufficient to perform the above tasks at a level equal to that of industry journeyman-level mechanic.

1. Safely operate various shop related equipment, such as but not limited to, drill presses, welders, pressure washers, tire machines, vehicle hoists, jacks, and brake lathes.
2. Independently diagnose engine, electrical, and fuel systems, using various digital meters, scopes, scanners, and related equipment.
3. Perform various precision measurements using gauges, calipers, and micrometers.
4. Allow safe, expedient, acceptable completion of tasks.

**KNOWLEDGE:** Knowledge of:

1. Internal combustion engines, both gasoline and diesel.
2. Shop practices and procedures.
3. Hand and power tool use.
4. Welding and fabrication techniques.
5. Rough body and fender repair practices.
6. Automotive nomenclature, fuels, lubricants, and applicable fluids.
7. Cal-OSHA safety standards.

8. Automotive electrical and fuel systems, including computer controlled systems and sub-systems.
9. Automotive and truck brake systems, including anti-lock braking systems.

**ABILITIES:** Ability to:

1. Use hand and power tools, welding equipment, hydraulic press, drill press, brake lathes, and other related automotive repair equipment.
2. Operate a wide variety of automotive, construction, and municipal equipment.
3. Demonstrate a high level of manual dexterity and mechanical aptitude.
4. Lift, pull, or carry heavy objects, up to seventy-five (75) pounds.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical field and office environments include the following:

1. Computer, keyboard, and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Polaroid or digital camera
9. Automobile
10. Paper shredder
11. Paper cutter
12. Specialized computer software
13. Handcart or dolly
14. Splicing equipment
15. Pager
16. Two-way radio
17. Specialized tools used in the repair and maintenance of vehicles and other equipment
18. Small equipment repairs: chain saws, chop saws, concrete saws, lawn mowers, etc.
19. Large equipment repairs: dump truck, police car, fire truck, fire engine, boom truck, bobcat, trench snapper, backhoes, cat loader, paint truck, asphalt spreader, roller, etc.
20. Car lifts
21. Oil, gasoline, grease, and a variety of equipment solvents and cleaners
22. Floor jack
23. Tire machine
24. Brake lathe
25. Engine hoist
26. Analyzer

27. Torches
28. Arch welders
29. Welding helmet
30. Pressure washer
31. Disposable latex gloves
32. Safety goggles, gloves, and hearing protection
33. Safety shoes
34. Face shield
35. Dust mask
36. Coveralls

**PHYSICAL DEMANDS:**

When working in the Repair Shop at the Corporation Yard, field, or in the office, employee will perform the following physical activities including handling heavy equipment and vehicle parts, tools, files, books, binders, and boxes of material or equipment:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking, to and from different facilities while in the process of repairing equipment.
3. Standing, when performing maintenance on light/heavy equipment such as trucks or cars.
4. Kneeling, when installing, repairing or inspecting light or heavy equipment.
5. Bending/stooping, when installing, repairing, or inspecting light or heavy equipment.
6. Squatting/bending, when installing, repairing, or inspecting light or heavy equipment.
7. Crawling, when installing, repairing, or inspecting light or heavy equipment.
8. Climbing, ladders or stairs when performing maintenance on light or heavy equipment.
9. Balancing, when using ladders and when working on light or heavy equipment.
10. Twisting, when installing, replacing, or inspecting light or heavy equipment.
11. Reaching, when working with tools and equipment during repair procedures.
12. Carrying, equipment/tools when repairing or inspecting light or heavy equipment.
13. Pushing/pulling, handcart when installing, repairing, or inspecting light or heavy equipment.
14. Lifting up to 75 lbs., when installing, replacing, or repairing light or heavy equipment.
15. Driving, to other facilities to install, repair, or deliver equipment, in addition to purchasing supplies and attending meetings and training.
16. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

A majority of the time, employees are required to use these senses while using specialized equipment when performing routine maintenance on City vehicles and other equipment. Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, or camera:

1. Seeing, color vision for safety reasons when working with electrical wiring and cables. In addition, hand signals are used when verbal communication is comprised when working around loud machinery, equipment, or heavy traffic.
2. Speaking/Hearing, for safety reasons, when communicating with co-workers, customers and the public.
3. Touching/Feeling, for safety reasons, when differentiating sharp or hot objects in order to

prevent injury or an unsafe condition when working with equipment, tools, oils, etc.

4. Smelling, for safety reasons, when differentiating chemicals, gases, oils, propane, etc.

### **ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

#### Office Conditions:

1. Indoors: Typical office conditions, approximately 5% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers, or other office-related equipment.

#### Field Conditions:

1. Outdoors: Typical field conditions, approximately 90% of the time, during pick up, delivery, maintenance, and repair of light and heavy equipment and City vehicles. Employee may be required to crawl or work on equipment with limited space.
2. Travel: Under varying conditions via automobile, less than 10% of the time.
3. Flooring: Asphalt, dirt, mud, rock, grass, sand, wood, tile, carpet, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise, while working in the Corporation Yard with cranes, Police vehicles, fire trucks, and other noisy equipment.
5. Lighting: Conducive to normal outdoor settings, but may also work in poorly lit areas under vehicles or when servicing other heavy equipment.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility. Employee is exposed to extreme heat, cold, or dampness while working in the garage or while out on a call, repairing equipment or other vehicles.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, gasoline, propane, paint, thinners, acids, cleaners, solvents, etc.

### **HAZARDS:**

Mechanical and electrical exposure is medium to high depending on the work being performed on City vehicles or other light or heavy equipment. There is potential exposure to biological waste or bodily fluids when working in Police or Fire vehicles. In addition, there is some exposure to mechanical hazards when driving a vehicle or truck.

Exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, camera, radio, etc.

### **ATMOSPHERIC CONDITIONS:**

Low to medium exposure to fumes occurs from gasoline, propane, cleaners, solvents, oils, and vehicle exhaust when performing maintenance or repairs on City vehicles or other equipment. Minimal exposure to fumes occurs in the typical office environment which may result from use

of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Any combination of education, training, and experience equivalent to completion of High School and a specialized course in Automotive or Equipment Mechanics and five (5) years of work experience as a Mechanic or Apprentice. Experience must be current in that the individual must have been employed as a mechanic/apprentice within the last eighteen (18) months.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s) at the time of hire. Possess and maintain a valid California Class A Driver License with all applicable endorsements, within six (6) months after hire. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
3. Possess and maintain a personal collection of appropriate tools and mobile cabinet sufficient to perform the required tasks, including some specialized tools as per department standards.
4. Continued education to stay abreast of changes in the automotive equipment industry.
5. ASE (Automotive Service of Excellence) certified in at least two (2) categories; other comparable certifications may be accepted in lieu of ASE certifications (comparability shall be determined by the City of Gilroy).
6. Pass a post-offer medical examination, which includes a drug test.
7. Work varied shifts and/or days as assigned. May be subject to callback for maintenance of equipment or vehicles in the field or at the Corporation Yard.
8. Work both within the Equipment Maintenance facility and in the field, as directed.
9. Pass a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.