



JOB DESCRIPTION

Mechanic, Senior

Date Prepared: March 2014

Class Code: 7525

SUMMARY: Under general supervision, performs a variety of advanced tasks in the inspection, diagnosis, repair, and maintenance of City vehicles and equipment; performs safety inspections and recommends equipment repair or replacement; drives and operates equipment to diagnose problems and verify proper completion of work.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of advanced diagnostic, maintenance, and repair work on City vehicles, equipment, and tools.
- Inspects, diagnoses and repairs electrical systems.
- Performs preventative maintenance work to include tune ups, oil changes, and services air-conditioning units.
- Maintains records and logs of service performed, parts used, and time charges for repairs.
- Adheres to safety rules and regulations.
- Cleans equipment and sweeps and mops work area; ensures work area and all equipment are clean and safe to use.
- Creates and inputs new work orders in the absence of supervisor or as needed.
- Orders parts and closes out work orders as needed.
- May assign work to others.
- Disposes of all chemicals in accordance with all safety regulations and procedures.
- Transports equipment from field to City shop and performs emergency job site location service calls.
- Performs other maintenance work as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND three years of experience in the repair and maintenance of automobiles and heavy equipment.

Knowledge of:

- City organization, operations, policies, and procedures.
- Customer service standards and protocols.
- Federal motor safety regulations and state air resource and air quality standards.
- Environmental guidelines and standards for the storage and disposal of hazardous materials including A/C recovery and recharge.

- Principles and practices of the repair and maintenance of mechanical, electrical and computerized systems within vehicles and equipment.
- Principles and practices of vehicle and heavy equipment maintenance and repair methods and techniques.
- Methods and techniques in the repair and maintenance of brakes, suspension, steering, and automatic transmissions.
- Shop operations, record keeping, and safety practices and procedures.

Skill in:

- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, vendors, sales representatives and contractors.
- Operating a personal computer and various software applications.
- Providing efficient customer service.
- Reading and understanding technical manuals, blue prints, schematics, wiring diagrams, technical service bulletins and parts catalogs.
- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Using shop equipment, including hand and power tools, diagnostic equipment, and testing and measuring equipment.
- Troubleshooting and diagnosing vehicle and equipment problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Class B Commercial Driver's License may be required.
 Certificate in Automotive Service Excellence (ASE) T2, T4, T5 & T6 is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to lift and carry items weighing up to 50 pounds.