

# Pleasant Valley Recreation and Park District, CA



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## MECHANIC

**Department:** Park Division

**Pay Grade:** F105

**FLSA Status:** Non-Exempt

### JOB SUMMARY

Performs maintenance and repair services on District vehicles and equipment; maintains and repairs gasoline, diesel, battery and electric-powered automotive, heavy, and light construction, and other power-driven equipment.

### ESSENTIAL JOB FUNCTIONS

- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel-powered automotive, heavy, and light construction, and other power-driven equipment.
- Inspect, diagnose, and locate mechanical difficulties on a variety of gasoline or diesel-powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, maintain, and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters, and batteries.
- Diagnose, maintain, repair, and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.

- Weld, fabricate and assemble parts and equipment for District automotive and heavy equipment; fabricate and modify tools as needed.
- Repair chain saws, weed eaters, trimmers, blowers, edgers, and pressure washers.
- Assist in the purchasing of equipment maintenance parts and materials.
- Respond to mechanical field emergencies as needed.
- Document parts used and labor for each work order to ensure the respective District department receives an accurate billing.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- May supervise or lead a crew.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Must be 18 years of age with a high school diploma or general education degree (GED); and completion of a vocational certificate program and/or Associates Degree in automotive technology with three (3) years of experience in vehicle and motorized equipment repair and maintenance; or equivalent combination of education and experience. College courses in mechanics or related areas are highly desirable. Relevant college level courses or Certified Mechanic Certification may substitute for up to one year of experience; or equivalent combination of education and experience. Possession of or ability to obtain an appropriate smog check mechanic license, a Master Automotive Technician Certificate in the following areas: brakes, suspension and steering, electrical/electronic systems, manual drive train and axles within one year of employment. Certifications in engine repair and heating and air conditioning are required within two years of employment.

### **Special Qualifications:**

Position requires above average amount of driving, therefore, must possess a valid California driver's license and maintain a clean California Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

### **Knowledge, Skills, and Abilities:**

- Knowledge of methods, practices, materials, and tools used in the major repair and maintenance of automotive and construction equipment; machine shop tools and their use; various types of gasoline and diesel powered stationary and automotive engines and drive trains; principles and techniques used in the service and repair of air brakes; vehicular and equipment hydraulic systems; vehicular electronics and electrical systems; and the use and operation of test and repair equipment.
- Basic/intermediate knowledge of mechanical principles and practices of automotive repairs and preventive maintenance; use of tools and equipment used to make mechanical repairs and shop safe work practices.

- Ability to operate mechanical testing and repair devices; estimate time and materials needed to complete a job; read electrical and mechanical diagrams; diagnose and repair defective vehicular equipment; maintain accurate records; follow written and verbal instructions; learn more advanced electronic diagnostic methods and equipment; expand knowledge of an automated record keeping system; follow instructions; follow safe work practices; improve gas and arc welding skills; use a fleet data management system using a hand held device and desktop computer.

### **PHYSICAL DEMANDS**

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise, exposure to potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime or be required to adjust schedule due to special events. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk, or bend over for prolonged periods of time when working on vehicles, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

*Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.*

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date