

CITY OF GLENDALE

TITLE:	Equipment Mechanic I	CLASS CODE:	881
REPORTS TO:	Shop Supervisor	GRADE:	19
DEPARTMENT:	Field Operations	FLSA:	N

JOB SPECIFICATION DATE: May 1, 2007kmd

JOB SUMMARY

Repairs, maintains and performs preventative maintenance on gasoline and diesel-powered automotive equipment and small gasoline-powered engines.

ESSENTIAL FUNCTIONS

1. Repair, maintains and performs preventive maintenance on automotive equipment and gasoline powered engines.
2. Operates and tests all equipment to verify and analyze problems.
3. Tests the equipment for proper operation using test equipment.
4. Determines if repairs are necessary.
5. Performs work according to service manuals.
6. Maintains daily work records on work completed, materials used and time spent.
7. Disposes of hazardous waste material (hydraulic fluid, gasoline, etc.) according to established guidelines.
8. Prepares stencils and vinyl applications, applies decals and hand letters to signs on vehicles.
9. Performs pre-delivery inspections on new vehicles, updates vehicle records in the fleet management software.
10. Prepares for auction; remove equipment and update fleet management records.
11. Removes accessories, upholstery, electrical/hydraulic system and trim to make repairs.
12. Performs repairs, adjustments, and replace components on vehicle interiors, doors, and windows.
13. Obtains bid estimates for repairs on vehicles contracted out to repair shops.
14. Performs quality checks on work returned from vendors for accuracy and quality, take correct action as needed.
15. Diagnoses problems of all types of gasoline and diesel powered automotive equipment including cars and pickup trucks.
16. Estimates costs and time for repairs, and determines the most cost-effective methods.

SECONDARY FUNCTIONS

17. Performs other related work as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles and practices of equipment repair and maintenance within assigned area
- Methods, practices, materials and tools of the field to which assigned
- Hydraulic, electrical, drive line, gas and diesel engine, steering, cooling and air conditioning system components
- Proper use and disposal of hazardous materials according to established guidelines
- Vehicle paints, finishes, reducers and thinners
- Sanding, painting, and preparation of equipment
- Basic mechanics and all aspects of auto and truck collision repair
- Appropriate disposal of hazardous waste material

Ability to:

- Diagnose and repair complex problems
- Adapt tools and materials to special problems
- Complete forms and paperwork
- Understand and follow written and oral instructions
- Establish and maintain effective working relationships with city staff
- Communicate effectively, verbally and in writing
- Estimate the cost of work to be performed
- Keep and maintain accurate records
- Establish and maintain effective working relationships

WORKING CONDITIONS

Work involves heavy lifting, walking, standing, climbing, working in cramped and contorted positions, exposure to weather extremes, exhaust fumes, chemical fumes, acid, oil, grease, high noise levels, and hazardous materials and equipment. Hazards may be reduced through the exercise of safety precautions.

MINIMUM QUALIFICATIONS

High school education and two years experience as a skilled equipment mechanic in the area of assignment.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License required.

May be required to work evening shift.

Must provide own tools.

Some positions require the ability to obtain a CDL within 90 days, depending on area of assignment.

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale

Substance Abuse policy.