

CITY OF GLENDALE

TITLE:	Equipment Mechanic II	CLASS CODE:	883
REPORTS TO:	Shop Supervisor	GRADE:	21
DEPARTMENT:	Field Operations	FLSA:	N

JOB SPECIFICATION DATE: May 14, 2007kmd

JOB SUMMARY

Performs mechanical maintenance and repair work in specialized areas such as front-end alignment, emissions control, motorcycle repair or specialized repair of police vehicles and equipment.

ESSENTIAL FUNCTIONS

1. Performs preventive maintenance on equipment, including changing oil and filters, lubricating and checking fluids, belts, hoses, tires, and brake systems.
2. Tests equipment for proper operation by operating/driving and using test equipment.
3. Installs special equipment on City police vehicles and maintains record of special equipment serial numbers.
4. Estimates cost and time to determine the most cost effective methods of repair.
5. Determines if parts will be repaired or replaced, and initiates ordering of parts.
6. Inspects, diagnoses and repairs Police Department vehicles involved in accidents; evaluates vehicle for cause, and future safety status.
7. Performs work according to service manuals, schematics and hydraulic flow charts.
8. Maintains daily work records on work done, materials used and time spent.
9. Occasionally performs tests, maintenance and repair on other types of equipment worked on by other Equipment Mechanics.
10. Repairs air conditioning units. Diagnoses front-end problems on cars and light and heavy trucks and makes necessary repairs and alignment to vehicles; operates alignment machine.
11. Analyzes results of emissions tests and diagnostic irregularities for automotive and diesel equipment including heavy equipment.
12. Makes engine adjustments and repairs to implement compliance with emissions control laws.
13. Performs tune-ups and specialized electrical wiring on cars, pickups and specialized equipment.
14. Diagnoses and repairs all motorcycle components.
15. Rebuilds and repairs full-sized motorcycle engines, drive trains and all related accessories.
16. Performs maintenance, and preventive maintenance on motorcycles, including oil changes, filter replacement, tune-ups, and equipment replacement.
17. Performs maintenance and full repairs on small engine equipment such as weed eaters, lawn mowers, riding lawn mowers, tampers, blowers, chain saws, and cement mixers.
18. Answers road calls for service including repair and/or towing as needed.
19. Performs maintenance on emission analyzer equipment and maintains records of certification tests according to state requirements.
20. Occasionally fabricates parts and tools.
21. Disposes of hazardous waste material (hydraulic fluid, gasoline, etc.) according to established guidelines.

SECONDARY FUNCTIONS

22. Performs other related work as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of equipment repair in all, or in one or more of the following specialized fields: front-end alignment, emissions testing, motorcycle repair or specialized police vehicles and equipment

Accepted safe methods, practices, materials and tools of the field to which assigned

Brake system hydraulics, electrical, drive line, gas and diesel engines, steering, cooling and air conditioning system components and minor hydraulic work

Proper disposal of hazardous waste in accordance with established guidelines

Air conditioning systems

Ability to:

Diagnose and repair complex repair problems

Adapt tools and materials to special problems

Understand and follow written and oral instructions

Complete forms and paperwork in a legible manner

Establish and maintain effective working relationships with city staff

Communicate effectively, verbally

WORKING CONDITIONS

Work involves moderate to heavy lifting of parts and equipment, extensive walking, standing, bending and exposure to adverse weather conditions, exhaust fumes, chemical fumes, acid, oil, grease and hazardous materials and equipment. Hazards may be reduced through the exercise of safety precautions.

MINIMUM QUALIFICATIONS

High school education and two years of experience as a skilled automotive repair technician in one or more of the following areas of specialized equipment repair: front-end alignment, emissions testing, motorcycle repair, tune-ups, heavy gasoline and diesel powered equipment repair, electrical systems, industrial and construction equipment repair, fire and rescue equipment repair.

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

SPECIAL REQUIREMENTS

Valid Arizona Driver's License is required.

Commercial Driver's License and endorsements within 90 days of hire may be required depending on area of assignment.

Motorcycle Operator License may be required depending on area of assignment.

May be required to work evening shift.

May require a valid Arizona State CFD Emissions License.

Air-conditioning repair certification is required.

Must provide own tools.

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.