

JOB DESCRIPTION

**PUBLIC WORKS - FLEET DIVISION
ASSISTANT MECHANIC**

GENERAL:

Perform entry level electrical/mechanical repair and maintenance of light and heavy gasoline/diesel driven automotive, construction and other mechanical equipment.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Lead Mechanic and Mechanic.

REPRESENTATIVE ESSENTIAL DUTIES:

- Perform general overhaul, tune-up, and repair work on automobiles, light and heavy trucks, construction and fire equipment, and other automotive or mechanical equipment.
- Inspect, adjust and replace necessary units and parts including valves, pistons, main bearing assemblies and cooling, fuel and exhaust components.
- Repair and overhaul brakes, ignition systems, transmissions, differentials, front and rear axle assemblies, repair and install hydraulic pumps and controls; inspect, repair, overhaul and assemble automotive electrical equipment such as generators, distributors, magnetos and starters.
- Perform inspections of automotive or mechanical equipment to determine repair needs or estimate cost of repairs.
- Install specialized equipment (i.e. radios, light bars, cages, shotgun racks and other equipment) according to departmental needs.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

- Knowledge of:
 - Methods, materials, tools and techniques used in the repair and maintenance of a variety of automotive, construction and mechanical equipment.
 - Operating principles of gasoline and diesel engines, and mechanical repair of automobiles, light and heavy trucks, construction equipment, auxiliary equipment

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and emergency vehicles (i.e. police and fire).

- Occupational hazards and standard safety precautions necessary in the performance of the work.
- Preventative maintenance practices and procedures.
- Ability to:
 - Locate, correct, adjust and repair defects in complex automotive, construction, emergency and mechanical equipment.
 - Use and interpret diagnostic equipment.
 - Adapt available tools and repair parts to specific repair problems.
 - Interpret and work from sketches and diagrams.
 - Use and care for tools employed in automotive and mechanical repair work.
 - Maintain records necessary for vehicles and equipment.
 - Operate personal computer.
 - Work cooperatively with a wide variety of individuals and prioritize work schedule based upon departmental directives

PHYSICAL REQUIREMENTS:

- Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
- Must have a clear field of vision and be capable of distinguishing colors.
- While working on City equipment, must be capable of: moving about safely while maintaining body equilibrium to prevent falling on narrow or slippery surfaces; climbing on equipment; walking on uneven surfaces; working in difficult weather conditions (hot and cold); working in confined areas; and working around various construction equipment.
- Must be able to lift heavy weights (50 pounds frequently, 100 pounds occasionally).

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EDUCATION, LICENSES AND EXPERIENCE:

- Three years of experience as a journey level automotive or equipment mechanic.
- Completion of twelfth grade or GED, supplemented with specialized automotive repair courses.
- Possession of an appropriate, valid Class “B” California driver’s license.

GENERAL:

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

THE POSITION IS INCLUDED WITHIN THE CLASSIFIED SERVICE OF THE CITY OF
GRASS VALLEY.

AN EQUAL OPPORTUNITY EMPLOYER