



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

### JOB TITLE: MECHANIC

---

DIVISION: Parks

CLASSIFICATION CODE: 7235

REPORTS TO: Park Foreman or Park and Facilities Manager (P&F Manager)

FLSA: Non-exempt

DATE REVISED: August 31, 2011

---

#### **POSITION SUMMARY:**

A journey level mechanic who, under general direction or supervision, maintains the District's fleet of vehicles and park maintenance equipment, and performs other related duties as assigned. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues, supervisors, managers, and the public.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Performs preventative maintenance service and tune-ups on all District fleet vehicles and equipment; removes, repairs, or replaces major and minor vehicle or equipment components including air conditioning, electrical, cooling, smog, brake and suspension systems, running gear, hydraulic systems, engines, transmissions; uses electronic engine analyzer and related diagnostic equipment in diagnosing and troubleshooting problems in all systems; repairs tires; and may perform gas cutting and welding.
2. Performs preventative maintenance service, repairs and tune-ups on all large and small District equipment, tools, or specialized vehicles used in park maintenance such as mowers, chain saws, pumps, sprayers, generators, loaders, crawlers, trenchers, dump trucks, string trimmers, edgers, and pack blowers.
3. Operates hand tools, power tools, electric and oxy-acetylene welding equipment, electronic diagnostic equipment, automobile hoists and cranes, and other equipment related to mechanical work.
4. Replaces and/or repairs lubricant fittings, fuel pumps, fan belts, radiator hoses, light bulbs and fuses, and other electrical components.
5. Test, service, recharge and change batteries.
6. Repairs, changes and installs automotive, truck and equipment tires, including balancing tires, checking air pressure and adjusting inflation levels as needed.
7. Performs emergency repairs in the field.
8. Maintains a clean, safe, and orderly shop environment.
9. Fabricates parts as needed using gas and electric welding equipment, drill presses, pipe benders, arbor presses and other tools.
10. Assists in the operation of the Biennial Inspection of Terminals (BIT) program conducted by the California Highway Patrol for compliance with all applicable laws and regulations relating to motor carrier safety.
11. May pick up and deliver vehicles, equipment and supplies; order and stock supplies and materials as needed; transport vehicles as directed.
12. Supervises and trains part-time assistants.
13. May instruct park maintenance staff in the safe and proper use of vehicles and equipment.
14. Tests vehicles and equipment to locate defects in operation before the return of equipment to service.
15. Reports major repair needs to superiors.
16. Operates and transports equipment and vehicles.
17. May use a computer to enter and retrieve information related to assignments, ordering parts and supplies, communications, and record keeping.
18. Assists in maintaining related shop, maintenance, and inventory records.

19. Provides input for budget preparation in areas of responsibility.
20. Performs all work as required, safely and efficiently.
21. Performs other duties as assigned.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are generally performed inside the repair shop of the Maintenance Service Center. Emergency vehicle and equipment repairs, or transportation of vehicles and equipment, may necessitate field visits and exposure to various types of climatic conditions. Employees may: perform work alone or as part of a team and in close proximity to others. Employees in this position are exposed to the conditions occurring in a work environment that is generally associated with repair work on automotive and park maintenance equipment such as: exposure to solvents and chemicals such as petroleum solvents, carburetor cleaners, automotive chemicals, gasoline and diesel fuels, chlorinated solvents, paints and sealers, greases and oils; working on slippery or uneven surfaces; working around machinery with moving parts, and moving objects and vehicles; working in confined spaces; exposure to varying noise levels; exposure to dust, fumes, smoke, gasses, silica; exposure to electrical energy; exposure to pollens, herbicides, fertilizers and pesticides; exposure to vibration.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. The employee is regularly required to have: hearing and speech adequate to communicate in person, by telephone and radio; hearing adequate to detect engine noises; vision that distinguishes colors, has depth perception, uses both eyes, and is adequate to see fine detail and make repairs on mechanical equipment with intricate parts; bodily movement adequate to drive and operate various District vehicles and equipment, traverse terrain, stand for long periods of time, climb, bend, stoop, kneel, crawl, reach, and get under vehicles; tolerance to work under adverse climatic conditions such as outdoors in heat, rain, or cold; manual dexterity to feel and manipulate small parts or components, use automotive repair/maintenance tools, perform repetitive hand movements, and communicate in writing; foot dexterity adequate to operate vehicles with foot controls; strength to safely push, pull, lift and carry objects weighing up to 50 pounds; stamina to perform work involving considerable physical activity.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** High School graduate or equivalent.

**Experience:** Two years recent paid journey level experience including varied vehicle and equipment maintenance including a strong background and experience working on and maintaining park maintenance equipment.

### **KNOWLEDGE, SKILLS, ABILITIES:**

#### ***Knowledge of:***

- Principles and operation of two and four cycle gas and diesel engines, automotive and standard transmissions, clutches, suspension systems and alignment, electrical systems, current vehicle diagnostic methods, current technology for the repair and maintenance of motorized equipment, air conditioning, hydraulic system repair, cutting and welding practices.
- Elements of a preventive maintenance program and inspection procedures.
- Current automobile maintenance methods and procedures and safe work practices relating to the use of automotive repair equipment and tools.
- Operation of the various types of equipment used in park maintenance.
- Vehicle safety code pertaining to lighting, smog control, and brake systems.
- Requirements of the California Highway Patrol BIT program.
- Standards, specifications, and laws relating to the operation of the District's fleet and repair shop.
- Use, storage, and disposal of hazardous materials.

- Inventory processes, use of parts catalogs and parts ordering.
- Various computer programs and software for work processing, spreadsheets, communications and scheduling.

***Ability and Skill to:***

- Know and understand operations and safety precautions, procedures, rules and regulations and implement them on a consistent basis.
- Diagnose and perform a variety of mechanical repairs and maintenance on a large and diverse fleet.
- Operate hand and power tools and electronic test and diagnostic equipment.
- Supervise assistants.
- Plan and conduct training for field personnel or others.
- Maintain records and inventory.
- Communicate clearly and concisely, both orally and in writing.
- Work without direct supervision and exercise independent judgment.
- Operate computers utilizing a variety of software including Microsoft Word and Excel.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

Possession of a valid Class C California Driver's License and a satisfactory driving record as determined by the District at time of employment. Within 6 months of employment, obtain and maintain a valid Class A California Driver's License with airbrake, tanker and hazardous materials endorsements. Per DOT regulations positions that require Class A driver's license will be required to have a pre-employment drug test and will be subject to random and other alcohol and drug testing.

Current National Institute of Automotive Excellence (ASE) certifications are desirable.