



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: SENIOR MECHANIC

DIVISION: Parks
REPORTS TO: Park Supervisor
DATE ADOPTED: November 9, 1994

CLASSIFICATION CODE: 7453
LAST REVISED: July 19, 2001

POSITION SUMMARY:

A journey level mechanic who, under general direction, maintains District fleet of vehicles and park maintenance equipment, is responsible for the day-to-day operation of the mechanic's shop, and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Inspects, diagnoses, repairs, and maintains all systems and components of a vehicle fleet to include gasoline and diesel engines, clutches, transmissions, differentials, steering and suspension systems, water, oil, fuel and hydraulic pumps, brake systems, air conditioning, EFI and computer control systems, and other components.
2. Inspects, diagnoses, repairs, and maintains a variety of large and small equipment, tools or specialized vehicles used in landscape maintenance such as mowers, chain saws, pumps, sprayers, generators, loaders, crawlers, trenchers, and dump trucks.
3. Operates hand tools, power tools, electric and oxy-acetylene welding equipment, electronic diagnostic equipment, automobile hoists and cranes, and other shop equipment incidental to mechanical work as necessary.
4. Performs emergency repairs in the field.
5. Maintains a clean, safe, and orderly shop environment.
6. Fabricates parts as needed using gas and electric welding equipment.
7. Performs shop and fleet management functions to include the purchasing of services and supplies, inventory control, the planning and scheduling for repair and maintenance of vehicles and equipment, and the development of operation and maintenance procedures and standards.
8. Responsible for the operation of the Biennial Inspection of Terminals (BIT) program conducted by the California Highway Patrol and for compliance with all applicable laws and regulations relating to motor carrier safety.
9. Supervises and trains assistants.
10. May instruct park maintenance staff in the safe and proper use of equipment.
11. Operates and/or transports equipment and vehicles requiring a State of California Class A driver's license.
12. Manages Hazardous Materials storage and disposal according to local, state, and federal laws.
13. Operates computer utilizing fleet and shop management software.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Trains District personnel for Class A and Class B driver's license according to California Department of Motor Vehicles Employer Testing Program rules and regulations.
- Assists with budget preparation in areas of responsibility.

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 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 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 vehicles, 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 tools, perform repetitive hand movements, and communicate in writing; foot dexterity adequate to operate vehicles with foot controls; strength to safely perform lifting of items up to 50 pounds, and carrying of items weighing up to 25 pounds; stamina to perform work involving considerable physical activity.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: High School graduate or equivalent.

Experience: Four years recent paid journey level experience including varied vehicle and equipment maintenance

KNOWLEDGE, SKILLS, ABILITIES:

Ability and Skill to:

- Diagnose and perform a variety of mechanical repairs and maintenance on a large fleet.
- Operate hand and power tools and electronic test and diagnostic equipment.
- Prioritize and schedule work.
- Supervise assistants.
- Plan and conduct training for field personnel or others.
- Maintain records and inventory.
- Work without direct supervision and exercise independent judgment.
- Act as shop and fleet manager.

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, modern 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.
- Modern automobile maintenance methods and procedures and safe work practices relating to the use of automotive repair equipment and tools.

- Fleet management principles and practices.
- 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.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

A valid State of California Driver's License and a satisfactory driving record as determined by the District. Current National Institute of Automotive Excellence (ASE) certification. Within 6 months of employment, a valid State of California Class A Commercial Driver's License, and a State of California Bureau of Automotive Repair license/certification for brakes, smog, and lamps.