



## Equipment Mechanic / Fleet Coordinator

Department/Division:	Public Works
Reports To:	Public Works Maintenance Supervisor
Provides Direction To:	None
Amended:	July 1, 2020

### GENERAL PURPOSE

Performs semi-skilled, skilled, and administrative work in the repair and maintenance of vehicles and mechanical equipment operated by the City of San Dimas. Responsible for preventive maintenance program, vehicle/equipment maintenance and coordination of efforts for records and fleet/inventory control management. Manages the contracting and/or outsourcing of specific mechanical functions or operations. Performs mechanical repairs and preventative maintenance on City of San Dimas equipment.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level performing more difficult and complex types of duties including maintenance, repair and overhaul of vehicles and a wide variety of specialty and miscellaneous equipment. Requires troubleshooting and diagnostic skills. Responsible for developing or implementing Equipment Shop policies and procedures, contract management, coordinating inventory, ordering and controlling tools, supplies and materials for Equipment Shop. Employee is expected to be fully trained in all procedures related to assigned area of responsibility.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Develop preventative maintenance program for all City equipment. Develop and manage outside contracts with vendors that perform mechanical work on City equipment.
2. Perform preventive maintenance and repairs according to manufacturer's guidelines on a variety of vehicles and equipment. City of San Dimas equipment inventory includes but is not limited to service trucks, heavy trucks, construction

equipment, stationary and mobile power generation units and miscellaneous equipment.

3. Diagnose, troubleshoot and repair all City vehicles and miscellaneous equipment.
4. Perform major repair and overhaul on tools and all types of gasoline and diesel engines, gear boxes, differentials, transmissions and hydraulic equipment.
5. Perform welding repairs and metal fabrication by using both arc, MIG, TIG, brazing and oxyacetylene welding equipment and basic machine shop tools and equipment.
6. May be required to operate a variety of vehicles and equipment including backhoes, loaders, dump trucks, miscellaneous equipment and service trucks as needed to diagnose problems and check performance.
7. Complete and maintain accurate records of all maintenance and repair activities; enter work order history, cost and parts inventory data into computerized preventative/predictive maintenance program.
8. Coordinate with Purchasing and maintain inventory parts and supplies for vehicles and equipment; generate purchase orders and order new quantities and specific replacement parts as required.
9. Provide input and assist with monitoring expenses for the operating budget. Participate in development and implementation of goals, objectives, policies and priorities.
10. Maintain a clean, organized and safe work area; follow safety rules and guidelines.
11. Respond to emergency callouts as needed.
12. Be proficient in Microsoft Office software including Excel, Word and Outlook.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, transmissions, suspensions, starting systems, fuel systems, air conditioning systems, and electrical systems; theory, care, and operation of gasoline and diesel powered

internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment; methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment; preventive maintenance inspection methods; methods used in electric arc and acetylene welding; and safe work practices.

**Ability to:**

Use manuals, automated record keeping systems, computerized diagnostic equipment, and diagnostic techniques to locate mechanical troubles and determine appropriate maintenance work; repair and overhaul gasoline, diesel and propane powered equipment and related components with a minimum of supervision; understand and follow oral and written directions; prepare and maintain simple records; work safely; estimate the cost and time of repairs; perform skilled arc and acetylene welding; adapt available tools and repair parts to specific repair, remodeling or rebuilding problems; read and write English at the level required for successful job performance; and establish and maintain effective working relations with co-workers and the general public.

**Education/Training/Experience**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or equivalent including or supplemented by training in the repair of motorized equipment. Two or more years of journey-level experience in the maintenance and repair of light to heavy gas, diesel and propane powered equipment.

**Licenses; Certificates; Special Requirements:**

A valid California State driver's license issued from the California Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. This position has continuous exposure to unpleasant elements such as dust, fumes, odors, and high noise levels, or outside weather conditions when required to perform field repairs. The noise level is frequently loud, being above 85 decibels with the operation of power tools and mechanized tools in the shop bays.