

Public Works Mechanic I

DEFINITION

As an entry-level position, to perform a variety of semi-skilled work in servicing gasoline or diesel powered automotive, heavy construction and other power-driven equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from lead, supervisory and management staff.

DISTINGUISHING CHARACTERISTICS

Public Works Mechanic I is the entry-level classification in the Mechanic classification series. This classification is distinguished from the Public Works Mechanic II by the level of supervision received and the responsibility to perform less complex mechanical duties.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Lubricate automobiles, trucks and heavy construction equipment; service parts; maintain service and warranty records.

Change and repair tires and tubes; mount, rotate and balance tires; maintain inventory of tires and tubes; maintain records of tires and tire retreads.

Install and service batteries, spark plugs, light bulbs, fan belts and other minor mechanical parts; repack wheel bearings.

Inspect and repair lights; install and rewire special lighting equipment; inspect brakes and exhaust systems; make repairs as required.

Perform minor mechanical equipment repairs including spot painting, and replacing starters, generators, and water pumps.

Requisition, pick-up and deliver automotive and equipment parts and supplies; clean and care for tools and equipment.

Steam clean and wash motorized equipment; sweep and vacuum car interiors.

Wash windows, tighten body bolts, sweep, wash and otherwise keep shop and equipment in a clean and orderly condition.

Assist other mechanics in the performance of mechanical repairs as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Lubricating systems and oils, greases and attachments used in lubricating automotive, heavy construction equipment and related equipment.

Tools, equipment, and procedures used in the tire repair, and retreading.

Minor electrical repair and installation of vehicle lighting.

QUALIFICATIONS Continued

Operation and repair characteristics of a wide variety of County owned vehicle and heavy construction equipment.

Safe work practices.

Ability to:

Understand and follow oral and written instructions.

Service automotive and heavy equipment according to County procedures.

Maintain records and inventory.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience servicing automotive and heavy construction equipment is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver license.

Classification Code:	8720001
Bargaining Unit:	40
FLSA Status:	Y
Worker's Compensation Code:	9420
Pay Table:	CNTY
Pay Range	Refer to current "Class Range Sort List"