

**FLEET 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

Mechanic I is the entry-level classification in the Mechanic classification series. This classification is distinguished from the 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.

#### PHYSICAL DEMANDS

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 100 pounds occasionally and up to 50 pounds frequently, as necessary to perform job functions.

#### WORKING CONDITIONS

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem. Employees may be required to work on evenings, weekends, and holidays and participates in after-hours emergency response and on-call and callback assignments.