

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## CHIEF MECHANIC

### JOB PURPOSE

Under direction, to take the lead in the repair and maintenance of gasoline and diesel powered vehicles and equipment; and to do related work as required.

### EXAMPLES OF DUTIES

#### Essential Duties:

- Diagnose problems and repairs a variety of gasoline and diesel-powered vehicles and equipment, such as light motor vehicles, motor graders, and dump trucks.
- Performs preventative maintenance on vehicles and equipment, including tune-ups and brake adjustments.
- Schedules work of auto mechanic division.
- Prepares estimates and time costs.
- Installs and repairs brakes.
- Performs electrical repairs.
- Overhauls and/or rebuilds gasoline and diesel internal-combustion engines, transmissions, ignition systems and steering systems.
- Checks fuel, lubrication, cooling battery, and hydraulic system fluid levels and replenishes as necessary.
- Rotates, repairs and maintains tires and checks tire wear and inflation.
- Pressure lubricates equipment, packs bearings, drains and fills reservoirs with specific lubricant.
- Maintains a variety of records relative to work progress and completion, and fills out reports on all service work completed.
- Prepares reports and recommendations to supervisors relative to findings regarding pieces of equipment.
- Requests ordering of parts and supplies necessary for the completion of work assignments.
- Road tests equipment after work is completed and prior to return to user to insure that all work has been properly done.
- Washes equipment as needed.
- Installs and adjusts headlights.

#### Marginal Duties:

- May fabricate special vehicle structures as needed by machining raw materials, welding and joining.
- May make vehicle body repairs and paint as necessary.
- Drives vehicles to and from commercial shops for specialized repair work.
- Performs general housekeeping duties in garage and equipment yard.
- May perform related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Completion of high school or equivalent and considerable experience at journey level in repairing light and heavy power driven equipment; possession of valid California motor vehicle operator's Class B license.

**Ability to:** Understand and follow oral and written instructions; make repairs and adjustments to light and heavy equipment; diagnose mechanical and electrical failures; weld and cut metals; perform journey level machinist work; read charts and understand tune-up specifications and set up; operate tire change equipment and balance tire correctly; maintain accurate records; explain problems and instruct assistant mechanics and commercial shops in what is needed; operate paint spray gun, welders, multimeters, air tools, engine hoist, grinders, drill press and other tools required to perform assigned duties; drive automotive equipment safely; lift heavy automotive parts and tools; maintain cooperative working relationships with those contacted in the course of work; take initiative and practice resourcefulness in handling repair problems encountered; take pride in work; and be willing to work other than an 8-hour shift.

**Knowledge of:** Engine and chassis units and general repair practices of the trade, lubricants and fuels and their proper use; internal combustion and diesel engines; fundamental knowledge of motor vehicle nomenclature with special emphasis on heavy equipment and all its systems; scheduling systems; materials ordering, welding, and fabrication; and safe working practices.

CITY COUNCIL APPROVAL: November 11, 1986