

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Senior Equipment Mechanic

DEFINITION: To lead, oversee, monitor and perform the more difficult and complex duties assigned to classes in the mechanic series, including maintenance, fabrication and repair work for the City's public safety, public works, transit and other fleets, equipment, facilities and tools; to provide lead direction, including allotting duties, providing training and assisting with reviewing work performance.

DISTINGUISHING CHARACTERISTICS: The Senior Equipment Mechanic is the lead/advanced journey level classification in the equipment mechanic series in which incumbents independently perform maintenance, fabrication and repair work for the City's public safety, public works, transit and other fleets, equipment, facilities and tools. This class is distinguished from the next lower classification of Equipment Mechanic in that this class provides lead direction, training and performs the more complex duties.

TYPICAL TASKS: Duties may include, but are not limited to the following:

- Leads, monitors and performs the full array of duties assigned to classes in the mechanic series, including maintenance, fabrication and repair work for the City's automobiles, police vehicles, trucks, fire apparatus, and a variety of diesel and gasoline powered maintenance and construction equipment; makes emergency repairs; road test vehicles and equipment to ensure work is properly completed.
- Provides training and assists with reviewing work performance; ensures compliance with applicable rules, policies and procedures; resolves on-the-job problems as they occur.
- Inspects, operates, repairs, modifies, overhauls and maintains a variety of light and heavy duty equipment, including automobiles, trucks, buses, graders, backhoes, rollers, forklifts, landscape equipment, street sweepers and cranes; tears down motors; overhauls engines, transmissions, clutches, differentials, carburetors, generators and pumps.
- Uses a variety of computer and electronic equipment to diagnose and repair problems in electrical, mechanical, hydraulic, brake, transmission, emission and air/heating systems.
- Performs diagnosis, repair and installation of vehicle electrical and communication systems.
- Inspects, operates, repairs, modifies, overhauls and maintains a variety of gasoline, electric and pneumatic and hydraulic equipment.

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- Performs a variety of design and fabricating duties; utilize a variety of mechanical, welding and machinists' tools to fabricate, rebuild, strengthen and maintain various parts and components of equipment.
- Ensures safe equipment operation and work practices; maintains work and preventative maintenance records and logs; prepares activity reports.
- Prepares material and equipment requests; orders approved maintenance supplies and equipment.
- Performs minor interior and exterior automotive body repairs, including doors, fenders, bumpers, body panels, power and manual windows and seat removal and installations.
- May assist with and/or administer special projects and assignments.
- Participates in the development of policies and procedures; recommend programs, projects and work assignments; respond to question and inquiries.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

A typical way to gain the knowledge and abilities required for this class would be:

Experience: Three (3) years of journey level experience in servicing, maintaining and repairing vehicles and/or related machinery and equipment.

Education: Possession of a high school diploma or equivalent.

Knowledge of: Methods, materials, equipment and tools used in the maintenance and repair of vehicles and related equipment, facilities and tools; The principles and operation of internal combustion gasoline and diesel engines, electrical pumps and motors and other related equipment; the maintenance and repair requirements of automobile, street construction and maintenance equipment; functions of automobile parts, garage supplies and tools; proper usage of oils, greases and lubrication devices; tune-up and testing instruments; electrical principles; hydraulic system repair and maintenance inspection methods; occupational hazards and standard safety practices; operation of various types of equipment used in automotive repair and maintenance; assembly and operation of auxiliary equipment typically found on vehicles, trucks and construction equipment; vehicle safety code pertaining to lighting systems, smog control systems and brake systems; personal computer operation and uses. Applicable federal, state and local laws codes and regulations; basic principles of mathematics.

Ability to: Inspect, diagnose, service and repair mechanical malfunctions in a wide variety of equipment and vehicles; remove, repair and replace major and minor equipment and vehicle component parts; properly use repair shop tools and equipment; work from blueprints, schematics, drawings or construction diagrams; estimate time and materials costs required for assigned tasks; maintain accurate records; perform fabrication and work related to assignment; make sound decisions within established guidelines; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; perform mathematical calculations accurately; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; train and motivate lower-level staff; implement, explain and apply applicable laws, codes and regulations; maintain accurate records and prepare reports; follow

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written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Special Requirement: Possession and continued maintenance of the following licenses and certifications:

- A valid California Class "B" Driver's License.
- A valid California Class "M1" Driver's License.
- ASE Certifications: A and T Series
- State Fire Marshal (OSFM) Mechanic Certification III

Supplemental Information: Incumbents must be able to work in a noisy environment with fumes from automotive exhausts and solvents; perform heavy manual labor which may include lifting items weighing up to 50 pounds and moving tires and other items weighing up to 75 pounds and work a variety of weather conditions in emergency situations. Incumbents in the Equipment Mechanic classification must own and maintain their own set of hand tools as required by the City. Incumbents may be required to attend training classes and pass exams to maintain required certifications. Incumbents may be assigned stand-by duty.

Established: June 2018
FLSA Non-Exempt