



## TOWN OF LOS GATOS

# ASSISTANT EQUIPMENT MECHANIC EQUIPMENT MECHANIC SUPERVISING EQUIPMENT MECHANIC

Class Code: 6618, 6619, 6620  
Department: Parks & Public Works (PPW)  
Supervisor: PPW Operations Manager

Bargaining Unit: AFSCME  
FLSA Status: Non-Exempt

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*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

### FLEXIBLY STAFFED SERIES

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

### CLASS SUMMARY

Under general or lead supervision, incumbents in this series performs a variety of specialized and skilled duties in the servicing, diagnostic, repair and maintenance of automobiles, trucks, trailers, and light and heavy equipment powered by gas, diesel, compressed natural gas, electric and/or alternative-fuels; coordinates with outside vendors and contractors; tracks fleet using database software; writes specifications and participates in the procurement of new vehicle assets; manages on-site fuel delivery systems and underground storage tank permits; tracks work completed by asset; and performs other work as required.

### DISTINGUISHING CHARACTERISTICS

**Assistant Equipment Mechanic** – This is the entry-level classification within the Equipment Mechanic series. This class is distinguished from the Equipment Mechanic by performance of the more routine tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are employees at the Equipment Mechanic level. Employees work under immediate supervision while learning job tasks. Positions in this class perform mechanical repair work of a routine to moderately complex nature. Work assignments typically deal with the more routine repairs made in the shop, with a strong emphasis on preventive maintenance.

**Equipment Mechanic** – This is the full journey-level class within the Equipment Mechanic series. Employees in this class are distinguished from the Assistant Equipment Mechanic by the performance of

the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. This classification exercises judgement in the setting of priorities, managing workload, and providing technical advice. Employees will provide input into the needs of the fleet, including equipment and vehicle procurement.

**Supervising Equipment Mechanic** – This is the working supervisory class in the Equipment Mechanic series. In addition to assigning, supervising, coordinating, reviewing, and evaluating work, the incumbent performs the full range of journey-level maintenance and repair work. Employees will have advanced journey level experience with training across heavy duty equipment, diesel, and regular duty vehicles. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing technically complex or specialized vehicle/equipment maintenance duties requiring specialized knowledges, skills, and abilities and/or providing supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and will provide guidance in future fleet needs, including vehicles and infrastructure. Employees will be engaged in the procurement process and advanced planning for vehicle and equipment needs.

#### **SUPERVISION RECEIVED AND EXPECTED**

Receives direct supervision from the Parks and Public Works Operations Manager. Incumbents will work more independently and with less direction as they progress through the classification series. The Supervising Equipment Mechanic will provide direct supervision over lower levels within the series.

#### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Plans, prioritizes, schedules, performs and/or contracts out the maintenance and repair of vehicles and equipment in consultation with the assigned manager; communicates the status of repairs to appropriate personnel, works cooperatively to schedule repairs.
- Prepares detailed cost estimates and makes recommendations regarding feasibility of major repairs.
- Provides recommendations to contract work out or handle in-house; monitors and administers outside contracts.

- Inspects and evaluates vehicles and equipment; estimates time and material requirements; reads and interprets manuals and specifications; reviews and monitors completed work to ensure quality control standards are met.
- Performs a wide variety of servicing, maintenance and repair work involving engines, components, parts and accessories, including diagnosing mechanical defects.
- Obtains estimates for outside services and materials as needed; assists in evaluating and recommending vendors.
- Installs specialized safety equipment in police vehicles.
- Uses a variety of diagnostic equipment to determine sources of problems and to ensure proper adjustment and operation of engines, emissions, hydraulics, etc.
- May operate welding equipment in making repairs and in fabricating special parts and tools.
- Performs road tests, computerized tests and other checks of vehicles for proper operation and for detecting the source of problems.
- Responds to emergency breakdowns; may make temporary or permanent repairs in the field.
- Maintains repair records; keeps labor, equipment and materials records; prepares and submits work orders and reports.
- Uses fleet management software application to enter labor hours and work order comments, and to review equipment repair histories.
- Uses on-line technical resources, service literature and diagnostic software.
- Ensures the proper maintenance, repair and storage of all shop tools and equipment; maintains an inventory of shop supplies and parts; locates and orders non-stock parts.
- Maintains and repairs shop equipment and cleans shop area.
- Provides input on vehicle specifications and on the purchase of shop tools and equipment. Advanced levels may provide guidance and conduct the procurement, including the writing of specifications, sourcing vehicles and equipment, preparing staff reports, etc.
- Assists in developing work plans, procedures and schedules.
- May be assigned as a Disaster Service Worker, as required.

- Performs other related duties as assigned.

## QUALIFICATIONS

### *Knowledge of:*

- Principles, practices, techniques, and methods in the repair, overhaul, servicing, and preventive maintenance of light and heavy gasoline, diesel, electric and alternative-fuel vehicles and equipment.
- Methods and techniques of troubleshooting and diagnosing equipment.
- Operation and maintenance of a wide variety of diagnostic and repair equipment, including hand, shop, power and computerized tools.
- Basic record-keeping principles and procedures.
- Principles and practices of reviewing and evaluating others' work.
- Pertinent traffic laws related to vehicle/equipment maintenance.
- Basic computer applications/databases related to vehicle repair work, including inventory control and fleet recordkeeping.
- Standard safety work practices.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Project management.
- General customer service principles and practices.

### *Ability to:*

- Plan, schedule, assign, oversee, and perform the activities of an efficient equipment maintenance program.
- Accurately diagnose and repair malfunctioning vehicles and equipment and a wide variety of mechanical components.
- Use a variety of tools and equipment with skill.
- Operate heavy equipment skillfully and safely.

- Prepare routine to complex mechanical repair work.
- Maintain shop and repair records.
- Exercise initiative and judgement in the performance of work.
- Assign and review the work of others.
- Work independently as well as in a team.
- Lift a minimum of 60 pounds.
- Assist in the development and implementation of policies, procedures, work standards and internal controls.
- Analyze problems, identify alternative solutions, anticipate possible consequences of proposed actions, and implement recommendations in support of goals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

**Education and Experience:**

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

**Assistant Equipment Mechanic:** Completion of the twelfth grade, GED or equivalent and one year of experience in the maintenance and repair of automotive and other power mechanic equipment and tools. The one-year experience requirement may be substituted by one year of post-secondary course work relating to automotive maintenance and repair including some practical course work involving equipment maintenance.

**Equipment Mechanic:** Completion of the twelfth grade, GED or equivalent and completion of a State of California accredited apprentice program. Three years of journey-level experience, including the

maintenance of diesel engines and heavy equipment. One year of directly related post-secondary course work may be substituted for one year of the experience requirement.

**Supervising Equipment Mechanic:** Completion of the twelfth grade, GED or equivalent and completion of a State of California accredited apprentice program. Five years of journey-level experience, three of the five years equivalent to the Town’s Equipment Mechanic classification, including the maintenance of diesel engines and heavy equipment. Completion of supervisory or leadership training program within two years of appointment required.

**License and Certification:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment and:

**Assistant Equipment Mechanic:** Class B with a Tanker endorsement within 12 months of appointment. Class A with a Tanker endorsement within 24 months of appointment.

**Equipment and Supervising Equipment Mechanic:** Class A with a Tanker endorsement at time of appointment.

**PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time on hard surfaces; stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual judgement and perception to the degree necessary for the successful completion of assigned duties. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds.

<b>Climbing</b>	Occasionally	<b>Balancing</b>	Occasionally	<b>Stooping</b>	Frequently
<b>Kneeling</b>	Frequently	<b>Lifting</b>	60 lbs.	<b>Standing</b>	Frequently
<b>Crawling</b>	Occasionally	<b>Reaching</b>	Occasionally	<b>Walking</b>	Frequently
<b>Talking</b>	Frequently	<b>Grasping</b>	Frequently	<b>Pushing</b>	60 lbs.
<b>Hearing</b>	Frequently	<b>Feeling</b>	Frequently	<b>Carry</b>	60 lbs.
<b>Crouching</b>	Frequently	<b>Running</b>	Rarely		
<b>Pulling</b>	60 lbs.	<b>Seeing</b>	Frequently		

**ENVIRONMENTAL ELEMENTS**

Employee primarily works in a shop environment with moderate to loud noise levels, variable temperature conditions, and exposure to dust, grease, smoke, fumes, and gases. An employee will work outdoors occasionally and within confined spaces.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings and be subject to call back during emergencies related to vehicles or equipment.

*In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.*

*The Town of Los Gatos is an Equal Opportunity Employer.*