



POSITION DESCRIPTION

Title:	Equipment Mechanic Trainee	Department:	Public Works
Type:	Regular	FLSA Status:	Non-Exempt
Pay Range:	PW/119	Revised:	07/2019

DEFINITION

To learn and assist with a variety of inspection, diagnostic, overhaul, maintenance, and mechanical repairs of automotive, construction, snow removal, parks, police, fire equipment, transit bus, and Certified General Public Paratransit Vehicles (GPPV). This is an apprentice-level mechanic position.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Fleet Superintendent. Also receives functional and technical supervision and direction from Equipment Mechanics, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Inspect, locate, and diagnose mechanical defects on Town and other local agency equipment, including automobiles, trucks, construction, snow removal equipment, police/fire equipment, trollies, and school and transit buses.
- Assist mechanics with general shop duties; maintain and clean shop.
- Stock, organize, and maintain parts room; identify and order parts needed for repairs.
- Assist mechanics on two-man lifting and spotting jobs.
- Replace or repair faulty parts, including wheel bearings, oil seals, shock absorbers, exhaust systems, steering mechanisms, and other parts and equipment.
- Prepare and replace components such as generators, alternators, distributors, relays, lights, switches, and electronic ignitions.
- Maintain, repair, and adjust small two- and four-cycle engines, including generators, water pumps, and air compressors.
- Weld, fabricate, and modify parts and equipment.
- Perform wheel and rim repairs on heavy equipment.
- Perform specialized maintenance and repairs on diesel equipment and hydraulic systems.
- Assist with implementation of preventive maintenance programs.
- Make field and emergency repairs as necessary.
- Maintain work, time, and material records.
- Road test repaired equipment.
- Assist road department with snow removal and other road related tasks, as needed.
- Assist with data entry.

- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Light automotive and diesel experience preferred.
- Mechanical aptitude.
- Principles and methods of gas and electrical welding.
- Operation and care of internal combustion engines (gas and diesel), drive trains, and fire pumps.
- Principles and methods of preventive maintenance.
- Occupational hazards and standard safety precautions.
- Safe work practices.

Ability to:

- Learn basic mechanical tasks.
- Have a high level of motivation and strong customer service skills.
- Use a variety of tools and equipment with skill.
- Maintain a variety of shop and repair records.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Regularly use and be comfortable with basic computer programs such as the MS Office Suite and Internet Explorer, as well as mechanical diagnostic software programs.

Experience and Training:

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:

Education:

Equivalent to completion of the twelfth grade, supplemented by specialized training in the maintenance and repair of gas and diesel-powered equipment.

Experience:

This is an entry-level position. Some mechanic experience is desired.

Licenses:

A valid Class B driver license, with a tanker, airbrake, and hazardous materials endorsements or the ability to obtain a Class B driver license and the appropriate endorsements within one year of employment, is required.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power, impact, and hand tools and equipment for vehicle and mechanical system work, mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles, electronic vehicle diagnostic equipment, personal computer or tablet, calculator, phone, mobile or portable radio. There is occasional use of electrical equipment required. Frequent use of or exposure to chemicals, fumes, and working with heights.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to use hands to finger, handle, grasp, squeeze, or feel in order to operate or manipulate objects, tools, or controls, and this will also regularly involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders to reach with hands and arms and is continuously required to stand, walk, talk, hear, and smell. Walking or standing may be required for up to 8 hours a day and sitting for an hour a day or more when driving snow removal equipment may occasionally be required. The employee is continuously required to bend, twist, balance, stoop, kneel, crouch/squat or crawl. Continuous operation of motor vehicles and foot pedals is required. Walking on uneven surfaces is occasionally required and climbing stairs/ladders as well as walking on even surfaces is frequently required.

The employee is required to continuously lift and/or pull or push up to 10 pounds, frequently lift and/or push or pull up to 50 pounds, occasionally lift and/or push or pull up to 75 pounds, and occasionally lift and/or push or pull up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Must be able to perform and complete assigned tasks, relate to others, maintain work pace, and occasionally advise, counsel, influence lead, train or give instruction. Continuously work independently, frequently participate in team or group activities, and occasionally interact with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works indoors and outside in weather conditions, which may include extreme heat, cold, windy and other wintery conditions. The employee occasionally works near moving and excessively loud mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, dust, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy where appropriate hearing protection will be provided.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a

logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

Employee Signature

Date