



Tuolumne Utilities District
Job Description
EQUIPMENT MECHANIC 1/2

POSITION:	Equipment Mechanic 1/2	DEPARTMENT:	Operations
REPORTS TO:	Fleet Foreman	FLSA Status:	Non-Exempt
PAY RANGE:	32/36	DATE PREPARED:	July 2020
INCUMBENT:			

Summary:

These positions are in the Equipment Mechanic classification under direct or general supervision of the Fleet Foreman, performs responsible and technical duties related to the inspection, diagnostics and repairs gasoline and diesel powered automotive, truck and a variety of other power-driven equipment. Performs vehicle and equipment maintenance tasks requiring full journey level experience. Performs general repair, maintenance, grounds work and other related work as required.

Class Characteristics:

Equipment Mechanic 1 is the entry level class in this series. Under general supervision, incumbents perform all tasks related to the inspection, diagnostics and repairs gasoline and diesel powered automotive, truck and a variety of other power-driven equipment. This class may be alternately staffed with Equipment Mechanic 2, and incumbents may advance after gaining experience, obtaining the required level of certification, meeting the qualifications of and consistently performing work of the higher-level class.

Equipment Mechanic 2 is the journey level class in this series. Under minimal supervision, incumbents are fully competent to independently perform all tasks related to inspection, diagnostics and repairs gasoline and diesel powered automotive, truck and a variety of other power-driven equipment. Perform vehicle and equipment tasks requiring full journey level experience; perform electric-arc and acetylene welding and fabricating work; and to perform general repair, maintenance, grounds work and other related work as required. Incumbents in this classification may assist with the training and oversight of less experienced staff. Perform the duties of the Fleet Foreman in their absence.

Essential Functions (Illustrative Only):

The duties shown are done to differing levels of complexity and under differing levels of supervision depending upon the experience, certification level and training of the incumbent. Higher levels of this class are expected to completely and independently undertake the duties listed, while lower levels may be assigned fewer complex tasks and require instruction and assistance or may singly accomplish only a portion of a listed activity. Essential responsibilities and duties may include, but are not limited to, the following:

- Perform routine maintenance and repairs to automotive and diesel power-driven equipment including automobiles, trucks, tractors, power motors and grounds maintenance.
- Replace and adjust components such as carburetors, fuel pumps, distributors, hydraulic

- cylinders, valve controls, generators, bearing and gears.
- Diagnose electrical problems and repair generators, alternators and ignition systems.
- Check, clean, adjust and replace breaker points, spark plugs and other electrical including computer-controlled components.
- Diagnose, repair and replace transmissions, clutch assemblies, differentials and drive shafts, adjust and repair brake shoes, pads and linings.
- Perform engine tune-ups, conduct front-end repairs on steering linkages, gearboxes and power steering pumps, repair radiators and replace water pumps and hoses.
- Service vehicles with oil, grease, water and hydraulic fluids, carry out a variety of preventative maintenance inspections and servicing tasks
- Service and repair hydraulic pumps and equipment.
- Perform gas and electric- arc welding with rod and wire feed equipment on steel, iron, cast iron, aluminum, galvanizes and other metals.
- Fabricate brackets, boxes, attachments, structures, piping appurtenances and special tool and equipment.
- Measure, bend, cut, bore, shape and finish pipe, sheet metal, metal plate, rods and tubes using cutting torch, grinders, drill press, power shears, saw, pipe threader and related tools and equipment.
- Operate a variety of test equipment used in troubleshooting vehicles and equipment.
- Makes recommendations for upgrading equipment on an on-going basis.
- Confers with staff to ascertain nature of projects
- Advises management of department issues.
- Participate in training and educational programs and assigned committees as required.
- Operates and maintains various hand and power tools and equipment.
- Maintains logs, records, and data systems for required reports.
- Inputs data into computer to develop database for generating reports and maintains current computer backups.
- Operates a District vehicle, driving to District facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA safety procedures and requirements.
- Always be on the lookout for unsafe conditions, correct immediately or report.
- Participate in training programs.
- Performs other related duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

Knowledge of:

- Tool, equipment, and procedures used in the overhaul, repair and adjustment of automotive, truck, tractor and other power- driven equipment.

- Operation and care of internal combustion engines and their components.
- Perform minor and major repairs on various makes and models of vehicles, equipment and machinery.
- Hydraulic valves and controls, hydraulic and air brake systems, electronic ignition and computer command systems.
- Fundamentals of welding and methods used in electric- arc and acetylene welding, welding equipment and supplies.
- Select appropriate rods based on materials to be welded and desired strength and ductility.
- Read blueprints, diagrams, rough sketches and welding symbols.
- Basic arithmetic including calculating proportions and percentages and measuring concentrations.
- Basic electrical theory and principles.
- Safe work methods and safety precautions as related to the job.
- Methods, materials, procedures, and equipment used in the inspection, adjustment, repair, operation and maintenance of vehicles and equipment.
- Basic understanding of water, wastewater treatment methods, principles and Best Management Practices.
- Operation and maintenance of hand and power tools and light to moderately heavy power-driven equipment
- Operation and application of Microsoft word processing and spreadsheet software applications.
- Correct application and usage of the English language, including spelling, grammar and punctuation.

Skill in:

- Diagnosing, repairing and maintaining a vast array of gasoline and diesel-powered vehicles, trucks, tractors and excavators.
- Perform complex duties related to the routine installation, testing, inspection, maintenance and repair of district generators.
- Troubleshoot difficult operational issues quickly to minimize downtime.
- Understand complex written and oral directions, and communicate effectively, both verbally and in writing.
- Maintain accurate records.
- Perform close, detail work.
- Observe all safety rules while performing work.
- Recognizing and correcting or reporting unusual, inefficient or unsafe conditions.
- Reading a variety of gauges, and meters; recording data accurately and making appropriate adjustments.
- Using and maintaining the tools and equipment of the work skillfully and safely.
- Basic computer skills including word processing, basic spreadsheets, maintaining and sharing computer files.
- Collecting and accurately entering data and creating spreadsheets as assigned.
- Maintaining accurate records of work performed.
- Using, properly maintaining, and ensuring the security of District-owned equipment that may be provided to assist in the performance of assigned duties.

Ability to:

- Independently perform semi-skilled and skilled duties involving the inspection, maintenance, troubleshooting and repair of automotive and other power-driven equipment.
- Perform minor and major repairs on various makes and models of equipment, and machinery.
- Establishing and maintaining professional and effective working relationships with those contacted in the course of work.
- Conduct work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations and metric conversions.
- Organize and maintain records and files, assemble data and prepare reports.
- Solve practical problems and deal with a variety of situations where only limited standardization exists.
- Perform strenuous, manual labor often exposed to inclement weather conditions.
- Operate small, heavy equipment such as a small backhoe, mini-excavator, forklift, two axle trucks, pallet jacks, barrel lifts and hand trucks.
- Use a variety of tools with skill and safety.
- Read district map books.
- Troubleshoot, diagnose, and correct a variety of equipment problems.
- Use proper safety precautions in the workplace.
- Maintain and update thorough records and logs.
- Understand and carry out oral and written directions.
- Respond to after-hours emergency situations.

Physical Demands:

The physical demands described herein 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 regularly required to speak and hear to effectively interface with other staff members and the public; walk, stand, kneel, crawl, climb, lift and move up to 50 pounds, pull, stoop, bend, squat, twist, turn and work in tight, confined space; use hands and fingers to write and to handle, grip, feel and operate tools, pumps, and equipment.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

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

Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow, and below freezing to 100°F; confined workspace; and at heights, such as ladders or on a tank.

Inside: Work performed in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors and/or airborne particles from powder and liquid chemicals; strong fumes; and unpleasant odors.
 Noise/Vibration: Exposure to generators.

Education and Experience Requirements:

Any combination of experience and education that would likely provide the required knowledge, skills and abilities may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would be:

Education/Certification/License/Experience:

For Equipment Mechanic 1

- High school diploma or general education degree (GED).
- Must possess or obtain a valid Commercial Class A California driver’s license within six months of appointment, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must possess or obtain a Master Automobile Technician Certification by the National Institute for Automotive Excellence (ASE) within twelve (12) months of appointment.
- Three years’ experience in the repair and maintenance of gasoline and diesel-powered vehicles and equipment.

For Equipment Mechanic 2

In addition to the qualifications above, the Equipment Mechanic 2:

- Certified as a Master Automobile Technician or a Master Heavy- Duty Truck Technician by the National Institute for Automotive Excellence (ASE)
- Certified by the American Welding Society in pipe or plate welding is preferred.
- Two years’ experience equivalent to that of an Equipment Mechanic 1.

Work Hours:

Five consecutive workdays as assigned that may include one weekend day. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed this job description and agree to obtain or maintain any job specific requirements.			
Supervisor’s Signature	Date	Employee’s signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			