

General Mechanic

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class perform mechanical repair on a variety of power equipment and related work including maintenance, modification, acquisition and circulation of tools and equipment.

General Mechanic - 30000127

Distinguishing Characteristics

The journey level of this class typically repairs, maintains and modifies a variety of small and hand held power equipment, including equipment run by air, electricity, hydraulics and internal combustion engines under 40 horse power. It is distinguished from the Vehicle Mechanic class in that it does not work on vehicles and from the Facilities Maintenance Technician class by its mechanical repair of motors and other equipment.

Typical Duties/Examples of Work

1. Diagnoses problems in mechanical, electrical, hydraulic, pneumatic, structural and other systems of equipment, tools and implements.
2. Performs mechanical repair and maintenance of equipment, tools and implements as necessary to return to safe operation; repairs motorized equipment such as hand and riding mowers, chain saws, trimmers, generators, pumps, and concrete saws.
3. Researches information on repair and maintenance requirements, types of equipment, parts and supplies; places orders for equipment, parts and supplies as authorized.
4. Maintains tool or supply room; maintains stock of parts and supplies; circulates equipment, tools and implements to users; demonstrates safe operation of equipment; complies with safety standards.
5. Organizes and prioritizes own workload.
6. Maintains repair and maintenance records.

7. Responds to calls to work during emergencies.
8. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: tools, materials, processes and techniques utilized to diagnosis and repair small mechanical, electrical, hydraulic, pneumatic and structural systems; troubleshooting techniques.

Ability to: maintain records; maintain inventory; research equipment, parts and supplies needs and place orders; store and retrieve computerized data; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; communicate effectively; work constructively in a team.

Skill in: troubleshooting, diagnosis and repair of small mechanical, electrical, hydraulic and structural systems; completing reports; performing measurements and arithmetic computations including multiplication, division, decimals and conversions.

Special Requirements

Valid state driver's license; some positions may require a Commercial Driver's License and additional endorsements, certifications or licenses

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1524 General Mechanic Adopted: 09-14-81

June 2009 - Change Job Class number from 1524 to 30000127, due to system change.

General Mechanic, Lead - 30000128

Distinguishing Characteristics

The lead level of this class typically performs all class duties and in addition serves as a lead worker. It is distinguished from the General Mechanic class by the lead assignment. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

Typical Duties/Examples of Work

1. Plans, schedules and coordinates work; determines resource needs of work group; directs work of a crew or work group including other journey-level workers.
2. Reviews the work of and provides training and guidance to assigned staff.
3. Performs annual inventory and the disposal of outdated equipment
4. Assists in establishing specifications of tools and equipment for bureau.
5. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: effective principles and practices of leadership

Ability to: schedule and assign the work of others

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff; including assigning and reviewing work

Special Requirements

Same as General Mechanic

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study
1998-99.

June 2009 - Change Job Class number from 1525 to 30000128, due to system
change.

Working Conditions

Work in this class is typically performed in a shop environment; some work is performed in a field environment. Incumbent is typically required to lift up to 100 pounds; to work outdoors as required in all weather conditions; to wear protective gear; to work with hazardous materials and power equipment; to be exposed to shop noise. To be called back to work during emergencies.