

**Vehicle and Equipment Mechanic**

FLSA Status:  
Bargaining Unit:

Covered  
District Council of Trade Unions (DCTU)

**General Summary**

Positions in this broad class perform mechanical repair, maintenance and modification of all types of vehicles and equipment operated by the City.

**Vehicle and Equipment Mechanic, Trainee - 30000130**

**Distinguishing Characteristics**

The trainee level of this class typically works in a training capacity with the aid of Vehicle and Equipment Mechanic and Lead classes. It is distinguished from other mechanic classes by performing mechanical repairs on vehicles and equipment.

**Typical Duties/Examples of Work**

1. Assists with or performs under review preventive maintenance on vehicles and equipment by inspecting, adjusting and repairing or replacing parts and components.
2. Assists with or performs under review the inspection, testing, repair and/or overhaul of brake systems and devices, drive trains, suspensions, exhaust and steering systems, electrical systems, electronic components, air and hydraulic systems, and other specialized systems utilized on vehicles and equipment.
3. Assists with or performs under review the repair and overhaul of engines; uses diagnostic equipment to inspect and analyze engines, perform tune-ups and make adjustments for emissions control and operating performance.
4. Assists with or performs under review repairs and maintenance of aerial lifts, ladders, overhead cranes, and other hoisting devices, to meet Federal and State laws.
5. Assists with or performs under review maintenance and repairs of shop equipment and tools.
6. Recovers vehicles using large-capacity tow truck; operates forklift to move vehicles and heavy parts in shop or yard; operates all types of vehicles and equipment in order to troubleshoot problems, test repairs, and for transporting.

7. Maintains computerized record keeping and billing system; carries out all required safety procedures.
8. Responds to calls to work during emergencies.
9. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: basic tools, materials, processes and techniques of repair and preventive maintenance; troubleshooting techniques; basic mechanical, electrical, hydraulic and structural systems of vehicles and accessories.

Ability to: maintain records; communicate effectively; establish and maintain effective working relationships with co-workers, supervisors and others; work constructively in a team; apply safety standards and procedures.

Skill in: learning and applying techniques for troubleshooting, diagnosis, testing and repair of vehicles and equipment, and related mechanical, electrical, hydraulic and structural systems.

**Special Requirements**

Valid Commercial Driver's License; specialized endorsements and other certifications may be required; required to supply own tools.

**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:

1531 Automotive Mechanic Trainee Adopted: 11-24-93

June 2009 - Change Job Class number from 1531 to 30000130, due to system change.

**Vehicle and Equipment Mechanic - 30000131**

**Distinguishing Characteristics**

The journey level of this class typically performs all class duties. It is distinguished from the Vehicle and Equipment Mechanic Trainee class in that it performs mechanical repairs independently.

**Typical Duties/Examples of Work**

1. Performs preventive maintenance on vehicles, motorcycles and equipment by inspecting, adjusting and repairing or replacing parts and components that meet federal and state laws.
2. Inspects, tests, repairs and/or overhauls brake systems and devices, drive trains, suspensions, exhaust and steering systems, electrical systems, electronic components, air and hydraulic systems, and other specialized systems utilized on vehicles, motorcycles and equipment.
3. Repairs and overhauls engines; uses diagnostic equipment to inspect and analyze engines, perform tune-ups and make adjustments for emissions control and operating performance.
4. Designs and/or makes alterations, modifications, and/or adaptations, and upfits or prepares to place into service vehicles, motorcycles and equipment, including electrical, hydraulic and/or mechanical systems, to meet user needs, such as for police and fire vehicles, snow vehicles and other special apparatus; fabricates parts as needed.
5. Diagnoses, repairs, maintains and tests aerial lifts, ladders, overhead cranes, and other hoisting devices, to meet Federal and State laws.
6. Maintains repairs and diagnoses problems with shop equipment and tools.
7. Recovers vehicles using large-capacity tow truck; operates forklift to move vehicles and heavy parts in shop or yard; operates all types of vehicles and equipment in order to troubleshoot problems, test repairs, and for transporting.
8. Maintains computerized record keeping and billing system; carries out all required safety procedures.
9. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: tools, materials, processes and techniques of mechanical repair and related fabrication, and of preventive maintenance; mechanical, electrical, hydraulic and structural systems of vehicles, motorcycles, equipment, and accessories.

Ability to: maintain inventory; research equipment, parts and supplies needs and place orders.

Skill in: troubleshooting, diagnosis, testing and repair of vehicles, motorcycles and equipment, and related mechanical, electrical, hydraulic, and structural systems; demonstrating techniques to others.

**Special Requirements**

Valid Commercial Driver’s License; specialized endorsements and other certifications may be required; required to supply own tools.

**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:

1532 Auto Mechanic Adopted: 04-20-76

Revised: 06-24-94

June 2009 - Change Job Class number from 1532 to 30000131, due to system change.

**Vehicle and Equipment Mechanic, Lead - 30000132**

**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 Vehicle and Equipment 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.
2. Reviews the work of, and provides training and guidance to assigned staff.
3. 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: providing training to others; providing lead direction to staff, including assigning and reviewing work.

**Special Requirements**

Valid Commercial Driver's License; specialized endorsements and other certifications may be required; required to supply own tools

**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:  
1533 Lead Auto Mechanic (No Class Spec Available)

Revised: 2-26-08 (Added motorcycle repair and maintenances to duties and responsibilities.)

June 2009 - Change Job Class number from 1533 to 30000132, 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.