

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: MECHANIC II**

**PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (Revised)**

**COUNCIL APPROVAL: DECEMBER 2001**

**JOB CODE: 0348**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEA**

**FLSA STATUS: NON-EXEMPT**

**EEOC CODE: SKILLED CRAFT WORKERS**

### **JOB SUMMARY**

Under general supervision, performs skilled and semi-skilled diagnostic, repair, and maintenance of gasoline and diesel powered automotive vehicles and related systems and equipment.

### **SUPERVISION RECEIVED**

Reports to: Fleet Maintenance Supervisor

### **DISTINGUISHING CHARACTERISTICS**

Mechanic II is the journey-level classification in the Mechanic series. Mechanic II differs from Mechanic I in the skill level required and the complexity of assigned work.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Performs a wide variety of maintenance and repair on automobiles, light and medium-duty trucks and motorized equipment, including transmissions, gasoline and diesel engines, fuel supply, ignition, suspension, air conditioning, cooling electrical and exhaust systems
- Inspects vehicles and related systems (e.g., mechanical, electronic, electrical); identifies parts, tools and other service needs
- Estimates time and materials needed for repairs; orders parts and supplies and makes necessary repairs
- Overhauls or rebuilds light duty engines

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- Fabricates parts and materials. Inspects and road tests completed work for compliance with standards before releasing unit to service
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed
- Observes standard operating practices and safety procedures
- Performs periodic safety inspections; identifies and corrects safety hazards
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- Principles and techniques of maintenance and repair of vehicles and motorized equipment, gasoline and diesel engines, mechanical, electrical and electronic systems
- Electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the maintenance and repair of fleet vehicles
- Computer hardware and software pertinent to record keeping, maintenance and repair records
- Occupational hazards and safety practices applicable to vehicle maintenance operations

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##### **Ability to:**

- Perform journey-level work in the diagnoses, repair and maintenance of vehicles and motorized equipment
- Read and follow manufacturers' maintenance manuals
- Troubleshoot and resolve problems regarding equipment, materials, methods and procedures needed to complete maintenance
- Operate personal computers and utilize specialized fleet maintenance or diagnostic software applications
- Maintain accurate records
- Use hand and power tools and diagnostic equipment
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Travel to offsite locations within a reasonable timeframe

**Education:** High school diploma or equivalent.

**Experience:** Five (5) years' experience as a mechanic diagnosing, repairing, overhauling, and maintaining vehicles and equipment.

**Certifications/License:** Possession of a valid California Class C driver license with an acceptable driving record required by time of appointment and during course of employment.

Must possess and maintain certification from the National Institute for Automotive Service Excellence (ASE) in the following

- A1 – Engine Repair
- A5 – Brakes

#### **SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a repair shop environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors there is full exposure to various weather conditions including elevated noise, wind rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but limited to hard hats, respirators and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 8/2019 jd