

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**EQUIPMENT MECHANIC**

Civil Service Status: Competitive	Bargaining Unit: General Employee Association
Probationary Period: One Year	Approved by City Council: 1-20-09
Classification Series: Field Services	Resolution No.: 2009-4
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision of the Equipment Mechanic Supervisor this journey level position, diagnoses, maintains and performs major overhauls and other repair work to diversify automotive and construction equipment; uses their own limited discretion as to the procedures and techniques used. Performs other related work as required, may lead one or more service mechanics or helpers.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Inspects motorized and mechanical equipment, diagnoses trouble, and determines extent of necessary repairs, also performs routine preventive maintenance care to minimize major repairs;
- Overhauls, repairs and adjusts engines, transmissions, differentials and clutches, hydraulics, steering mechanisms, suspensions, electrical systems, components, including ignition systems, alternators, starters, batteries, lighting systems, relays, and switches;
- Repairs and replaces such components as door handles, window handles, seat guides, decals, communication systems;
- Repair, replace, or adjust braking system and components to include anti-lock braking system diagnostics and repair, with working knowledge of air, vacuum, electric, and hydraulics braking systems;
- Operates automotive test equipment such as on-board diagnostics scanner, fuel injection equipment, oscilloscopes, electrical testers, micrometers, exhaust analyzers, refrigerant recovery/recycling equipment and other testing gauges, tools, and equipment;
- Diagnose, install and maintains special equipment such as sirens, police emergency lighting, two-way radio equipment, gun racks, spotlights, push bumpers, and other related relays, wiring, and switches, and components;
- Does acetylene, arc, and mig-welding;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- The assembly, adjustment and maintenance of a wide variety of motorcycles, automobiles, trucks and specialized construction equipment;

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(Continue)

- Considerable knowledge of the operation and care of the internal combustion engine, chassis and parts and replacement;
- All electrical features of automotive equipment;
- Tools, equipment and accepted procedures used in the maintenance of automotive equipment;
- Working understanding of shop mathematics, safe work methods, and safety regulations;
- Basic use and operation of oxyacetylene and arc welding equipment and materials, including welding properties of various metals and alloys;

**Skills:**

- Mathematical ability to compute rate, ratio, and percent and interpret bar graphs. Also the ability to solve a variety of complex problems independently.
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

**Ability to:**

- Train and direct service mechanics and helpers;
- Follow written and oral directions, and communicate clearly;
- Establish and maintain effective working relationships with supervisors, co-workers, and others encountered in the course of work each day;
- Interpret a variety of instructions furnished in written, oral, diagram, or scheduled form;
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Establish and maintain smooth and effective working relationships;
- Communicate effectively orally and in writing;
- Deal calmly with rude or angry people;
- Work overtime as requested;
- Assume responsibility to maintain a safe working environment;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and two (2) years experience in general automotive maintenance training.

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**Experience:**

Five (5) years of progressively responsible experience in general automotive and truck repair work, or the attainment of journey rank as an Equipment Mechanic.

**License or Certificate:**

- A valid Class C California Driver's License
- Ability to obtain within six (6) months of appointment, a valid Class B California Drivers License is required as a condition of continued employment;
- Automotive air conditioning certification for refrigerant recovery and recycling found under rule 1411 of SCAQMD or the ability to obtain one with six (6) months of hire;
- Attainment of a certificate from the Automotive Service of Excellence (ASE), as an automobile technician is not required, however it will be taken into consideration during the hiring process;

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.