
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description - Mechanic

POLICY NUMBER: 2963

2963.1 General Job Description

Under the direction of the [APPROPRIATE] Manager:

- (a) maintains and repairs all District mechanical equipment, vehicles and construction equipment;
- (b) in conjunction with warehouse functions, operates a computer-based equipment preventative maintenance program;
- (c) maintains an appropriate inventory of spare parts and other maintenance items;
- (d) reads and interprets mechanical equipment and vehicle specifications and details;
- (e) fosters a positive attitude among District employees about the proper and safe use, service and maintenance of District equipment;
- (f) supervises employees assigned to vehicle maintenance and, when directed, trains or assists in the training of subordinates; and,
- (g) processes records and receipts relating to job costs and time expenditures of equipment and District personnel engaged in the repair and maintenance of District equipment.

2963.2 Prerequisite Qualifications

2963.2.1 High school diploma or the equivalency thereof, together with advanced technical training in equipment repair (gas and diesel) from an accredited training institution.

2963.2.2 Three years of experience, or combination of training and experience, as a Master Mechanic, or comparable non-District position.

2963.2.3 Knowledge of capability and operation of construction tools and equipment.

2963.2.4 Valid California Class A driver license and satisfactory driving record.

2963.3 Basic Work Hours: 7:00 AM to 3:30 PM, Daily

2963.4 Hourly Compensation:

2963.5 Essential Job Duties:

2963.5.1 Task: Uses hand and power tools to maintains and repairs vehicles and equipment.

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2963.5.2 Task: Reads and interprets mechanical equipment and vehicle specifications and details.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2963.5.3 Task: Operates computer equipment to input information into the preventative maintenance program and to generate reports regarding inventory and expenses.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2963.5.4 Task: Trains District employees in the proper and safe use, service and maintenance of District equipment.

Physical Demand: Sitting; standing; close vision; speaking; hearing.

2963.5.5 Task: Supervises employees assigned to vehicle maintenance.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2963.6 Environmental Demands:

2963.6.1 Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100° F.

2963.6.2 Inside: Occasionally works indoors in temperature-controlled environment.

2963.6.3 Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

2963.6.4 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2963.7 Mental Requirements:

2963.7.1 Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents related to the, repair and maintenance of District equipment.

2963.7.2 Writing: Writes daily work orders, reports, memos, messages, and fills out other information forms, makes entries in preventive maintenance program.

2963.7.3 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

2963.7.4 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2963.7.5 Repetition: Minimal repetitive work.

2963.7.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2963.7.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2963.7.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.