VEHICLE HEAVY EQUIPMENT MECHANIC TRAINEE

DEFINITION

Under supervision and coaching from Vehicle Heavy Equipment Mechanics, this position performs a variety of skilled tasks required for the preventative and periodic maintenance and repair of City vehicles and motorized equipment. Performs related duties as required.

Upon successful completion of a four-year training period and achievement of a “passing” grade on a City of Union City Vehicle Heavy Equipment Mechanic examination, the Equipment Mechanic–in-Training will be advanced to the Vehicle Heavy Equipment Mechanic position. Progress and job performance during the four-year training period will be formally monitored through annual performance audits. Verifiable experience from a bona-fide auto repair shop will be allowed to offset up to one year of the four-year training period.

This is an entry-level, equipment maintenance and repair position responsible for learning and performing a wide array of tasks associated with the preventative and periodic maintenance and repair of city vehicles and motorized equipment. Under close supervision, and occasionally working alone, an employee in this class is responsible for the efficient performance of preventative and periodic maintenance and repair tasks as assigned.

EXAMPLE OF DUTIES

- Trains to perform duties of Vehicle Heavy Equipment Mechanic;
- Under general direction, performs full range of preventative and periodic maintenance and repair, modification and installation services to City fleet;
- As assigned, assists and works with Equipment Mechanics in diagnosis and repair of City vehicles and motorized equipment;
- Operates a wide variety of automotive related tools and equipment, such as: electronic engine control testers, automotive electrical testing and charging devices; grinding, cutting and welding apparatus; metal fabricating tools; alternative fuel vehicle tools and testers; taps and dies; presses and pullers; air conditioning equipment; and other shop related tools;
- Learns and implements through participation safety rules, regulations and emergency procedures;
- Performs housekeeping duties as required;
- Operates and tests the function of a wide variety of City vehicles;
- Keeps records, enters work order information and makes reports as required.
- Participates in Operator Certification Program;
- As assigned, participates in City safety and environmental committees;
- Maintains shop and facility equipment;
- Preventative and periodic maintenance and repair of the Compressed Natural Gas, gasoline and diesel fueling stations.
• Other duties as required.

QUALIFICATIONS

Experience:

Education and experience equivalent to graduation from high school; and completion of a two-year automotive technology course of study from a technical institute or community college.

Knowledge and Abilities:

Knowledge of: basic automotive theory and safe use and operation of automotive tools and equipment.

Skill in: working effectively as part of a group or team; dealing tactfully and effectively with the public, vendors and fellow employees; operating motor vehicles and motorized equipment; effectively communicating with others in all settings, including: verbal (oral and written) communication and telephone/radio operation; providing excellent customer service to internal and external customers.

Ability to: understand and follow instructions and procedures; work irregular hours, shifts and weekends; work indoors, or in confined spaces; work in, with and around chemicals, solvents, grease, oil, water, compressed gases, water, toxic waste and hazardous materials; work alone or in close proximity of others; work in dry, dusty, smoky or humid environments; work in cold, wet or damp environment; work in, with and around moving vehicles and motorized equipment; work on, inspect, service, maintain, modify and operate machinery and power equipment; push, pull, lift and carry items weighing up to 49 pounds; walk, stand, sit, kneel, crawl, bend and climb repetitively or a long period of time; reach above shoulder height and use both hands; use motor skills to manipulate small or fragile objects; use hands, arms and legs repetitively; use and wear safety equipment protective gear and respirators; visually distinguish objects and colors; hear conversational voices at normal level and work in a noisy environment.

Other Licenses and Requirements:

Possession of a valid California Class C driver’s license.

The above statements reflects the general details considered necessary to describe the functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Physical and Environmental Demands:

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

Sitting: Rare
Walking: Occasional
Standing: Frequent
Bending (neck): Frequent
Bending (waist): Occasional
Squatting: Rare
Climbing: Rare
Kneeling: Rare
Crawling: Rare
Jumping: Rare
Balancing: Occasional
Twisting (neck): Occasional
Twisting (waist): Rare
Grasp - light (dominant hand): Occasional
Grasp - light (non-dominant): Occasional
Grasp - firm (dominant hand): Frequent
Grasp - firm (non-dominant): Frequent
Fine manipulation (dominant): Occasional
Fine manipulation (non-dominant): Occasional
Reach - at/below shoulder: Occasional to frequent
Reach – above shoulder level: Occasional

Push/pull:
Up to 10 lbs. Occasional
11 to 25 lbs. Occasional
26 to 50 lbs. Rare
51 to 75 lbs. Rare
76 to 100 lbs. Rare
Over 100 lbs. Never

Lifting:
Up to 10 lbs. Occasional
11 to 25 lbs. Occasional
26 to 50 lbs. Rare
51 to 75 lbs. Rare
76 to 100 lbs. Rare
Over 100 lbs. Never

Carrying:
Up to 10 lbs. Occasional
11 to 25 lbs. Occasional
26 to 50 lbs. Rare
51 to 75 lbs. Rare
76 to 100 lbs. Rare
Over 100 lbs. Never