

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**      **MECHANIC**

**REPORTS TO:**    **Operations Manager**

**TYPE:**    **FBE0**

*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.*

**POSITION SUMMARY:**

Performs a wide variety of automotive and other mechanical work involving the maintenance and repair of City vehicles and power-driven equipment; carries out preventive maintenance, makes major and minor repairs on engines, drive trains, wheels and brakes, hydraulic systems, electrical/electronic systems, frame and body work; schedules sublet work on vehicles; and installs/replaces parts and equipment as required by need and/or specifications.

**ESSENTIAL FUNCTIONS:**

**Physical Requirements:**

Pass an initial drug test and random Department of Transportation drug screening tests. Constant use of hands and arms in small motor skills requiring high level of manual dexterity; frequent lifting of items of more than 50 pounds weight, crawling, climbing, stooping, bending, kneeling, driving vehicle, working in awkward positions, repetitive motion of hands and arms; occasional work on uneven surfaces.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- Performs safety inspections on all City of Fort Bragg owned vehicles and power driven equipment.
- Inspects, diagnoses and locates mechanical and electrical problems on City automobiles, trucks and a variety of maintenance and construction equipment.
- Determines extent, time and cost of necessary repairs.
- Services vehicles, greasing, lubricating, and checking fluid levels and leaks.
- Repairs and tunes engines, services transmissions, differentials and clutches; makes adjustments or repairs to hydraulic and electronic/electrical systems.
- Replaces ignition parts and cleans and adjusts carburetors and fuel injection systems.

- Replaces, rebuilds and repairs faulty parts, including steel bearings, clutches, oil seals, shock absorbers, exhaust systems, air conditioning, steering mechanisms and related parts and equipment.
- Welds and fabricates items.
- Maintains work, service and material records; schedules work to be sublet; orders parts and supplies.
- Performs stationary and portable generator inspections, repairs and maintenance.
- Performs small engine repair and maintenance.
- Performs Basic Inspections of Terminals (B.I.T.) for commercial motor vehicles.
- Performs air brake inspections and adjustments.
- Performs equipment repair of machinery used in and around sewage.
- Performs fluid recycling and documentation.
- May work as a member of a public works crew performing duties of a Maintenance Worker in emergency situations.
- Performs other related duties as required.
- Keeps accurate records and uses computers on the City's local area network system.
- Understanding of and adherence to the City's purchasing policies and procedures.
- Other duties as assigned.

**MATERIALS, EQUIPMENT AND TOOLS:**

**Tools-** Hand and air powered tools, impact wrench, hoist, wrenches, torque wrenches, ladders, welder torch, battery chargers, DVOM meter, scan tool, leak detector, brake bleeder, presses, pullers,

**Equipment-** Vehicles and equipment which are being repaired by the employee; various test equipment used in diagnosing problems for a solution, air compressors, generators, small engines, computer terminal and programs including maintenance records, Windows, word processing, ordering information.

**In performing the duties of this position, you will be exposed to:**

**Materials/Chemicals-** Gasoline, diesel, kerosene, hydraulic, transmission, steering, and tractor fluids, Standard and long life coolants, RS1 oil, starting fluid, various lubricants, pipe sealer, Teflon, adhesives, epoxies, mineral spirits, solvents, battery acid, Freon, various oil and water base paints, liquid and granule chlorine, Dusts related to- brake work, street sweeper maintenance, auto shop clean up, and trenching and compactor machine maintenance.

**SPECIAL REQUIREMENTS:**

- Possession of a valid Class B or higher California driver's license within 12-months. The employee will remain on probation until requirements are met.

- Must have your own tools, City will provide specialized tools and test equipment for specific equipment.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Tools, equipment and procedures used in the overhaul, repair, preventive maintenance, and adjustment of automotive and related power driven equipment.
- Use of automotive shop tools, testing devices and equipment.
- Complete understanding of OBD 2 engine management system along with older systems.
- Principle of current emission systems.
- Hydraulic and Pneumatics Systems.
- Industrial Electricity Basics.
- Understanding of electrical and mechanical diagrams and schematics.
- Proficiency in Microsoft Outlook, Word, Excel, Google Drive, Assets Essentials, and use of the Internet.
- Use of shop manuals and diagnostic flow charts.
- Welding, both gas and arc type, cutting and fabrication.
- The operation and care of internal combustion engines, and of parts and replacements.
- Safe work practices.

**Ability to:**

- Inspect automotive and related power-driven equipment to locate difficulties and estimate the cost and time of repairs.
- Perform minor and major mechanical work on City owned mechanical equipment.
- Use a variety of tools and equipment with skill.
- Maintain a variety of shop and repair records.
- Read and write at the level required for successful job performance.
- Understand and carry out oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Perform semi-skilled or skilled maintenance tasks in the construction, maintenance and repair of public works.

**REQUIRED EXPERIENCE/EDUCATION**

- High School diploma or GED.
- Five (5) years' experience in automotive and truck repair and diagnostics.
- Air brake inspection certification.
- Proof of specialized training/experience in:

**JOB TITLE: FULL JOB TITLE**

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- Automotive on-board diagnostics;
- Anti-lock brake systems;
- Brake systems;
- Drive train/suspension;
- Transmission servicing;
- Small engine repair.
- Or ASE Master Certification in above fields.

**NOTE:** Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.

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**Reviewed - Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recommended - Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by – City Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read and understand the contents of the job description:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_