

Water Authority Position Description

HEAVY EQUIPMENT MECHANIC

Status	Position Code	Level	Date
APPROVED	HEQM	B70	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

MAINTAIN, REPAIR AND OVERHAUL VEHICLES AND HEAVY EQUIPMENT AND RELATED COMPONENTS AND ENGINES.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED PLUS TWO (2) YEARS TECHNICAL TRAINING IN AUTOMOTIVE MAINTENANCE AND MECHANICAL REPAIR, AND FIVE (5) YEARS EXPERIENCE IN MINOR AND MAJOR AUTOMOTIVE MAINTENANCE AND MECHANICAL REPAIR OF A VARIETY OF VEHICLES AND EQUIPMENT.

ADDITIONAL REQUIREMENTS

POSSESSION OF A COMMERCIAL DRIVER'S LICENSE (CDL) CLASS A. CDL WITH HAZ-MAT AND TANKER ENDORSEMENT DESIRABLE
POSSESSION OF, OR ABILITY TO OBTAIN AN AUTHORITY OPERATOR'S PERMIT (AOP) DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. DEPENDING ON LOCATION MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER.

SUPERVISION RECEIVED/EXERCISED

RECEIVE DIRECTION FROM ASSIGNED SUPERVISOR.

ESSENTIAL FUNCTIONS

1. MAINTAIN, REPAIR AND OVERHAUL MECHANICAL ENGINES AND VARIOUS PARTS AND EQUIPMENT ON VEHICLES AND HEAVY EQUIPMENT.
2. PERFORM REPAIRS ON BRAKE, ENGINE, ELECTRICAL, FUEL, HYDRAULIC, TRANSMISSION, IGNITION, AIR, EXHAUST, AXLE ASSEMBLIES AND RELATED SYSTEMS ON ALL TYPES OF EQUIPMENT.
3. PERFORM MECHANICAL MAINTENANCE, PREVENTIVE MAINTENANCE, AND REPAIR WORK INCLUDING TROUBLESHOOTING AND COMPLEX MECHANICAL PROBLEMS.
4. SUPERVISE THE USE, CARE AND OPERATION OF A VARIETY OF MECHANICAL REPAIR EQUIPMENT INCLUDING A MACHINE LATHE, GRINDER, VOLTAGE METERS AND WELDING EQUIPMENT.
5. VERIFY THE WORK OF CONTRACTORS FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES, AND COMPLIANCE WITH APPLICABLE STANDARDS AND SPECIFICATIONS.
6. OVERSEE AND CONDUCT VARIOUS ANALYSES AND INSPECTIONS OF VEHICLES AND MECHANICAL SYSTEMS TO DETERMINE THE MOST COST-EFFECTIVE MEANS OF MAINTENANCE, REPAIR OR REPLACEMENT USING A VARIETY OF DIAGNOSTIC INSTRUMENTS AND A VARIETY OF HAND, ELECTRIC, AND AIR-DRIVEN TOOLS.
7. PERFORM A VARIETY OF WELDING AND FABRICATION DUTIES; PERFORM VEHICLE FRAME AND BODY WELDING; ENSURE STRUCTURAL INTEGRITY OF SUCH EQUIPMENT.
8. READ AND INTERPRET BLUEPRINTS AND SCHEMATIC WIRING DIAGRAMS, HYDROSTATIC SYSTEMS AND COMPONENTS.
9. MAINTAIN RECORDS, PREPARE REPORTS AND OTHER SPECIALIZED MAINTENANCE RECORDS OF EQUIPMENT AND MECHANICAL EQUIPMENT.
10. DRIVE COMMERCIAL CLASS VEHICLES IN THE PUBLIC RIGHT OF WAY DURING DELIVERY, PICKUP AND ROAD TEST.
11. DELIVER AND PICKUP AUTHORITY VEHICLES AND HEAVY EQUIPMENT FROM OUTSIDE REPAIR VENDORS.
12. PERFORM EMERGENCY ROAD CALLS ON DISABLED VEHICLES.

SUPPLEMENTAL FUNCTIONS

1. ASSIST IN THE GENERAL MAINTENANCE AND CLEANING OF AUTOMOTIVE SHOP AREA.
2. MAY OPERATE FUEL TRUCK WITH A CAPACITY GREATER THAN 119 GALLONS TO PROVIDE FUEL DELIVERY TO WATER AUTHORITY EQUIPMENT.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

METHODS, EQUIPMENT AND MATERIALS USED IN THE OVERHAUL, REPAIR AND MAINTENANCE OF VEHICLES AND HEAVY EQUIPMENT
OPERATIONS, SERVICES AND ACTIVITIES OF A MECHANICAL MAINTENANCE PROGRAM
PRINCIPLES OF LEAD SUPERVISION AND TRAINING
METHODS AND TECHNIQUES OF MECHANICAL MAINTENANCE AND REPAIR WORK
METHODS AND TECHNIQUES OF METAL FABRICATION AND WELDING
OPERATIONAL CHARACTERISTICS OF MECHANICAL REPAIR EQUIPMENT AND TOOLS INCLUDING TESTING EQUIPMENT, LATHES AND A VARIETY OF HAND AND POWER TOOLS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES

PREFERRED SKILL/ABILITY

LEAD, ORGANIZE AND REVIEW THE WORK OF STAFF IN THE AREA OF WORK ASSIGNED
INDEPENDENTLY PERFORM THE MOST DIFFICULT MECHANICAL MAINTENANCE ACTIVITIES
TROUBLESHOOT AND REPAIR A VARIETY OF ELECTRICAL, ENGINE, TRANSMISSION AND CHASSIS PROBLEMS
DIAGNOSE AND ANALYZE PROBLEMS WITH VEHICLES AND HEAVY EQUIPMENT
PERFORM VARIOUS WELDING AND FABRICATION DUTIES
INTERPRET, EXPLAIN AND ENFORCE DEPARTMENT POLICIES AND PROCEDURES
OPERATE A VARIETY OF MECHANICAL EQUIPMENT IN A SAFE AND EFFECTIVE MANNER
OVERHAUL MECHANICAL ENGINES AND EQUIPMENT
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

SHOP ENVIRONMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, HAZARDOUS CHEMICALS AND/OR GASES AND HEAVY CONSTRUCTION EQUIPMENT

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS MODERATE LIFTING AND CARRYING; BENDING, STOOPING, KNEELING AND CRAWLING; AND STANDING FOR PROLONGED PERIODS; AND OPERATING MOTORIZED VEHICLES AND EQUIPMENT
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES