

MEETING DATE: 12/11/06

AGENDA ITEM: Consideration of Approval of the Revised Classification Specifications for Mechanic Assistant and Equipment Service Worker.

ATTACHMENTS

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MECHANIC ASSISTANT

DEFINITION

Occupants of this classification are in the classified service. They perform skilled work in the repair, overhaul, and maintenance of light and heavy motorized equipment. The incumbents of this classification are expected to perform, under supervision, the full range of overall maintenance, service, and repair activities on the City's entire complement of motorized equipment, including Compressed Natural Gas (CNG) engines.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to an Equipment Maintenance Supervisor Senior Mechanic or Mechanic. Responsibilities may include supervision of Equipment Service Workers.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Performs preventative maintenance services and inspections on a wide variety of equipment including transit buses, heavy trucks, and passenger type vehicles, and alternative fuel type vehicles. Locates and diagnoses defective or malfunctioning equipment, engine controls and accessories, using engine analyzers, gauges and/or other related diagnostic equipment.
2. Monitors and identifies unsafe vehicle and motorized equipment conditions. Removes from service. Deadlines unsafe vehicles consistent with established procedures.
3. Thoroughly and accurately records labor time and materials used on maintenance and repair work. Records and submits this information daily to the Equipment Maintenance Supervisor Senior Mechanic.
4. Accomplishes assigned repair and maintenance jobs at a productive pace.
5. Performs complete tune-ups and repairs to ignition systems such as electronic computer controlled systems.
6. Diagnoses charging system problems such as alternators, wiring and battery conditions.
7. Replaces, repairs and balances tires and wheels on a variety of equipment, including transit buses, heavy trucks, off road equipment and various passenger vehicles.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered essential.

1. Assists in or performs troubleshooting and necessary repair work on the electrical systems of motorized equipment including starters, lighting and accessory systems, instruments, warning systems, distributors, voltage regulators, circuit breakers, and relays.

2. Assists in or performs troubleshooting and necessary maintenance and repair work on hydraulic systems including pumps, capsule clutch assemblies, power takeoffs, control valves, cylinders, hoses, and related mechanical parts.
3. Assists in or performs troubleshooting and necessary maintenance and repair work on drive trains including standard and automatic transmissions, drive shafts, differentials, and transaxles rear-end units.
4. Assists in or performs troubleshooting and necessary maintenance and repair work on steering systems, including steering gears, power steering, front end alignments, wheel balances, wheel, hub, bearings, seals, and spider assemblies.
5. Assists in troubleshooting, and performs necessary maintenance and repair work on fuel systems including fuel pump, fuel injection pump, injectors, fuel lines, and fuel tank.
6. Assists in troubleshooting, and performs necessary maintenance and repair work on engine cooling systems, including water pump, radiator, hoses, and fans, temperature control thermostats, surge tank, transmission cooling systems, and air conditioning systems.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- . Standard methods, equipment techniques, and tools of the mechanical trade.
- . Operating principles of gasoline, and diesel engines, and alternative fuel engines.
- . Proper cleaning and storing methods for hazardous materials including engine fluids and anti-freeze.
- . Repair and equipment maintenance techniques of light, medium, and heavy power driven equipment.
- . California Highway Patrol inspection procedures.

Skill and Ability to:

- . Read and understand vehicle maintenance manuals and appropriate electrical schematics including computer flow charts and graphs.
- . Perform heavy and physically demanding work for lengthy and continuous period of time.
- . Service and repair mechanical malfunctions in a wide variety of equipment and vehicles, including properly and safely using shop tools.
- . Diagnose problems effectively.
- . Work nights, weekends and holidays.
- . Read and interpret manufacturers' lubrication, service, and repair manuals.
- . Maintain simple work records.
- . Complete work assignments promptly and accurately by work order or via verbal instructions.

LICENSE AND CERTIFICATES

Possession of a valid California Class B driver's license with a passenger transportation endorsement. A class B permit will be acceptable for the first 90 days of appointment.

OTHER REQUIREMENTS

At time of hire, must provide own tools of type and quantity necessary for journey-level vehicle and equipment maintenance and repair.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: ~~completion of high school graduation or equivalent~~ and two (2) years of apprenticeship level experience repairing and maintaining a variety of light, medium, and heavy motorized equipment, or satisfactory completion of an accredited technical school in the mechanical field.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Require the ability to walk long distances.
- . Perform work which involves the lifting, pushing and/or pulling of objects which may frequently approximate 50 pounds and may occasionally weigh up to 75 pounds.
- . May be required to work with harsh and toxic substances.
- . May be required to wear protective apparel including goggles, face protectors, aprons, shoes, and oxygen breathing apparatus.
- . May be required to work around loud noise.
- . Perform work that requires hand-eye coordination and depth perception.
- . May be required to work around moving mechanical parts. May be required to work around electrical current.
- . ~~May be required to work in inclement weather~~
- . Is subject to office and outside environmental conditions.
- . May be required to work evenings or weekends.

EQUIPMENT SERVICE WORKER

DEFINITION

The positions assigned to this classification perform unskilled and semi-skilled work in the servicing, lubricating, and minor repair of motorized equipment used in City operations. Occupants of this classification are in the classified service.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to an Equipment Maintenance Supervisor Senior Mechanic or Mechanic.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Performs scheduled preventive maintenance of passenger vehicles, light, medium, and heavy trucks, and specialized equipment.
2. Replaces, repairs and balances tires and wheels on a variety of equipment, including transit buses, heavy trucks, off road equipment and various passenger vehicles.
3. Performs service calls on disabled vehicles in the field, performing minor repairs, if required, and towing the vehicles to the City yard if more complex repairs are required.
4. Performs daily cleaning and maintenance of the equipment maintenance shop; keeps the shop in a clean condition.
5. Washes, fuels, and services City motorized equipment. Performs routine and periodic service inspections checks of City equipment.
6. Cleans the inside of buses including dusting the seats, dash and doors, cleaning windows inside and out, and sweeping and mopping the floors. Steam cleans equipment scheduled for service, changes fare box vault cash boxes, and records readings.
7. Inspects and troubleshoots minor mechanical problems. Performs minor repairs such as replacing switches, fuses, flashers, headlights, taillights, belts, spark plugs, windshield wipers, tires and radiator hoses.
8. Obtains parts and supplies from local vendors.
9. Initiates and maintains simple paper work such as fuel and tire mileage maintenance data; submits daily time record sheets.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered essential.

1. Assists in the modification of police vehicles.
2. Assists Mechanics in major repairs of motorized equipment.



MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- . Routine maintenance procedures for motorized equipment.
- . Safe and efficient fueling procedures for equipment.
- . Proper use and care of tools and equipment.
- . Various types of oils, fluids and fuel for an array of different types of equipment.
- . Occupational hazards and safety requirements necessary in an equipment maintenance environment.

Skill and Ability to:

- . Perform heavy and physically demanding work for lengthy and continuous periods of time.
- . Maintain simple records and time keeping.
- . Distinguish between the various types of oils, fluids and fuel.
- . Work nights, weekends and holidays.
- . Perform routine preventative maintenance checks of motorized equipment.
- . Replace and repair tires and batteries.
- ~~. Keep simple records.~~
- . Understand and follow written and verbal directions.
- ~~. Lift heavy objects.~~
- . Lubricate equipment
- . Fuel equipment in a safe manner.
- . Inspect equipment.
- . Diagnose problems effectively.
- . Perform minor adjustments to the equipment.
- . Perform adjustments and minor repairs to such components as electrical, fueling, and cooling systems.
- . Work independently once training has been successfully completed.

LICENSE AND CERTIFICATES

Possession of a valid California Class B driver's license with a passenger transportation endorsement. A class B permit will be acceptable for the first 90 days of appointment.

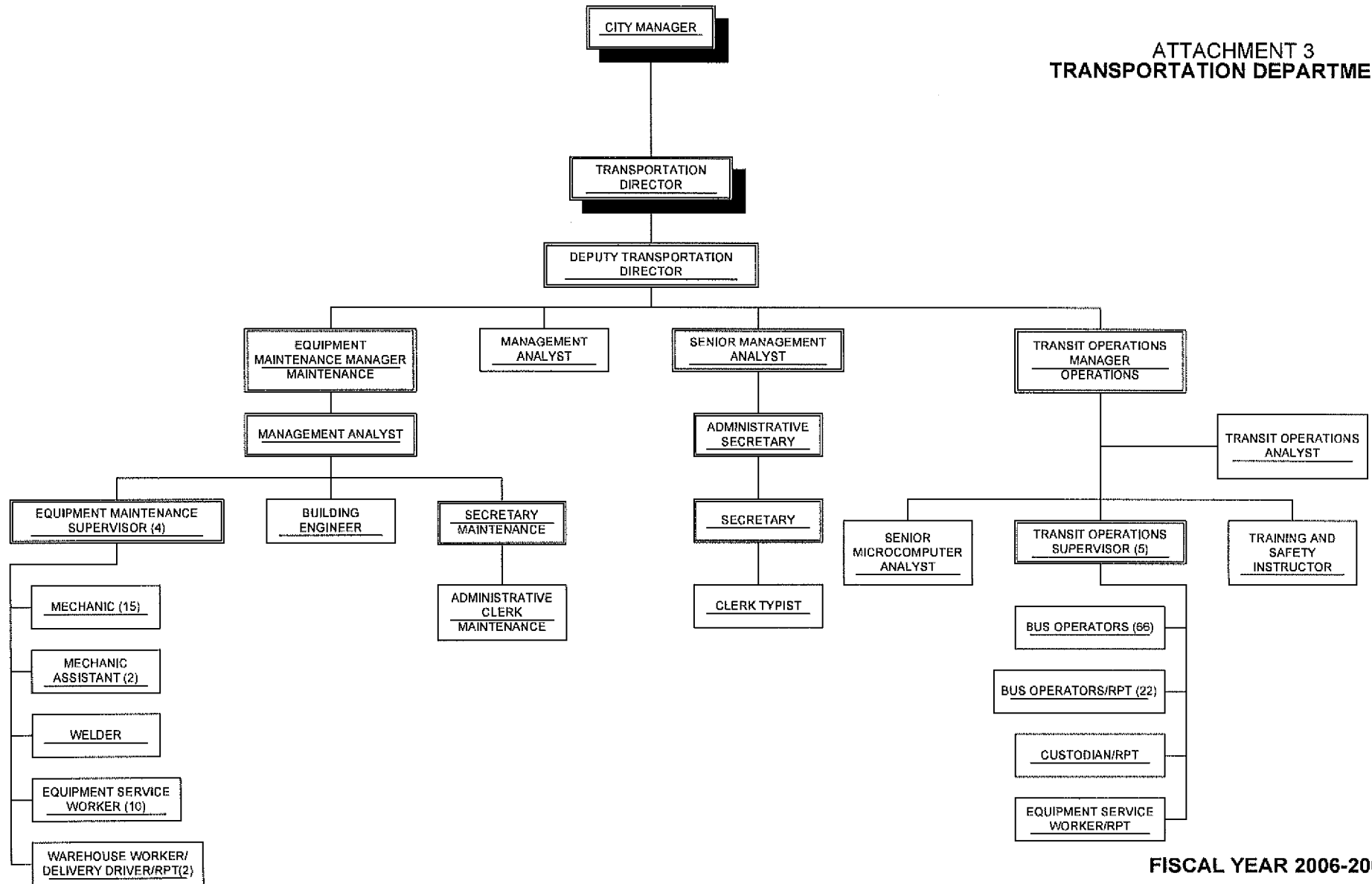
TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: some experience in the servicing and repair of motorized equipment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Require the ability to walk long distances.
- . Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate ~~50~~ 75 pounds and may occasionally weigh up to ~~75~~ 100 pounds.
- . May be required to work in inclement weather.
- . May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- . May be required to work around foul odors.
- . May be required to work around loud noise.
- . May be required to work around moving mechanical parts. May be required to work around electrical current.
- . Is subject to office and outside environmental conditions.
- . May be required to work evenings or weekends.

ATTACHMENT 3
TRANSPORTATION DEPARTMENT



FISCAL YEAR 2006-2007

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