



MARIN MUNICIPAL WATER DISTRICT

AUTOMOTIVE MECHANIC II

DEFINITION

Under general supervision, performs service and repair work on a variety of District vehicles and gasoline and diesel-powered equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is a journey-level position that requires a broad spectrum of experience in the diagnosis and repair of automotive vehicles and equipment. Incumbents in this class perform the full range of vehicle and equipment service and repair work from oil and lubricant changes, engine overhauls, tune-ups, smog checks, to the repair of mobile construction equipment and small gasoline powered equipment. Incumbents are expected to train workers, apply safety regulations to work assignments, and prepare and maintain written documents using computer.

EXAMPLES OF DUTIES

- Perform major overhauls on engines, transmissions, transfer cases and differentials for all types of District vehicles and equipment;
- keep current of new technology and practices and maintain certifications as required;
- inspects, diagnoses and repairs automobiles, trucks and related equipment;
- adjusts and repairs brakes, alternators, starters and other automotive parts;
- diagnoses and repairs cooling system problems;
- performs motor tune-ups, replacing or repairing parts as necessary;
- provides road service, changing flat tires, hoses or other parts as needed;
- performs minor repairs to gas tanks, radiators and other parts;
- logs designated vehicle and equipment service and repairs into computer-based fleet maintenance system;
- monitors and maintains inventory and stock for auto parts, tools and equipment;
- maintains and repairs cranes and other heavy equipment;
- diagnoses, repairs, and overhauls hydraulic pumps, valves and cylinders;
- performs repairs to small equipment, including gas powered pumps, concrete and chain saws, paving equipment, and weed eaters;
- services, lubricates and changes oil on a variety of vehicles and equipment;
- washes and steam cleans vehicles;
- utilizes diagnostic programs and performs smog tests;
- follows applicable federal, state, local and District safety rules, regulations, policies and guidelines at the worksite to ensure the safety of others and the District's vehicle fleet and equipment.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Service and repair of automotive equipment and heavy construction equipment
- Service and repair of small gas powered and motorized equipment
- Materials, tools and procedures used in repairing or replacing automotive equipment and parts
- Operation and maintenance of internal combustion engine
- Basic PC and computer utilization
- Applicable diagnostic and repair manuals
- Use and adjustment of computerized diagnostic equipment
- Safe work practices related to vehicle and equipment repair

Ability to:

- Diagnose mechanical problems, determine necessary course of action
- Independently perform work required to keep the District's fleet of vehicles and equipment in safe operating condition
- Write and maintain accurate records manually and using applicable computer software
- Read, interpret, and utilize diagnostic manuals and specifications
- Operate all types of diagnostic equipment, including analyzer, scanner
- Apply safety regulations to work assignments and work safely with and around hazardous materials
- Understand and carry out written and oral instructions
- Operate and drive automobiles and trucks for diagnostic purposes
- Deal effectively with those contacted in the course of work
- Communicate clearly both in writing and verbally
- Work cooperatively with others
- Direct the work of and train others

Education, Training and Experience:

Any combination of training and experience that would demonstrate the knowledge, skills and ability to perform the job functions equivalent to:

- Completion of the twelfth grade or its equivalent; and,
- Three years experience repairing a variety of automotive vehicles and heavy construction equipment, and small gasoline powered equipment service experience.

Certification and Licenses:

- Possession of ASE (Automotive Service Excellence) Master Auto Technician Certification desirable or must obtain during probationary period (one year), and maintain during employment with the District. (ASE Master Auto Certification: completion of Auto/Light Truck Series Test A1 through A8)
- Possession of California Advanced Emissions Specialist Technician license or ability to obtain within probationary period (one year) may be required during employment with the District.
- Possession of a Class A California driver's license issued by the State Department of Motor Vehicles or must obtain within one year of hire.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster services activities as may be assigned to them by their superiors or by laws.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 – 3109)

- Satisfactory driving record;
- Possession of complete set of automotive hand and diagnostic tools
- Willingness to work varying shifts as the operation requires
- Subject to Federal Omnibus Transportation Employee Testing Act of 1991 and the District's policies relating to drugs and alcohol in the workplace
- Work on a “on call” basis in emergency situations;

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The skills, abilities, physical demands and work environment of this position:

- Skillfully and safely operate power equipment such as: power drills and screwdrivers,
- Must use small mechanical hand tools and handle small parts, levers, dials and wiring.
- Must operate and drive small and large vehicles.
- Perform manual labor for extended periods such as lifting and carrying equipment, holding and operating heavy tools, pulling and pushing equipment and heavy material.
- The employee frequently stands, sits and walks and uses repetitive hand movement and lifts up to 10 to 50 pounds at a height of four feet and carries a distance of up to 100 feet, bends at neck and waists, twists at neck and waist, squats, climbs, kneeling and crawls, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, pushes and pulls with both arms and hands, reaches with arms above and below shoulder,
- The employee occasionally lifts weight up to 50 to 75 pounds at a height of four feet and carries a distance of up to 50 feet, walks on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, and works at heights up to ten to twelve feet climbing ladders or stairs. Employee may work at heights of less than 10 feet.
- The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust, using normal and specialized protective equipment.

Established: February 1997

Revised: June, 2011

Approved by: Human Resources Manager