

TWENTYNINE PALMS WATER DISTRICT

Mechanic

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent
HOURLY RATE: \$32.53 - \$38.42

SUMMARY: Under supervision of the Maintenance Superintendent; to perform skilled maintenance and repair work on heavy duty gasoline and diesel powered trucks and construction equipment; and to perform related work and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

- Inspect, diagnose and repair mechanical problems on the District's fleet and equipment.
- Complete scheduled preventive maintenance checks and servicing.
- Maintain all necessary records and logs for vehicles and equipment.
- Perform emergency repairs as necessary.
- Maintain District compliance with State emissions control certification.
- Maintain District compliance with California Highway Patrol DOT and Type K programs.
- Proper use of hand and power tools and equipment.
- Operate computer system related to departmental needs and requirements.
- Deal effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Ensure compliance with the District's Injury and Illness Prevention Program.
- Proper knowledge of safety practices.
- Attend safety meetings as required.
- Obtain CPR and first aid training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS; Possession of a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Must have or obtain within 18 months of appointment, ASE Grades A1, A6, and A8 certification.

EDUCATION and/or EXPERIENCE: Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Three (3) years showing increased responsibility in the skilled maintenance and repair of construction equipment and trucks.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Tools, equipment, lubricants and procedures in the servicing, overhaul, repair and maintenance of construction equipment and trucks.
- Operation and maintenance of diesel and gasoline powered equipment and trucks.
- State emissions and inspection requirements.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Maintain records and compile data into written reports.
- Inspect, diagnose, repair and maintain equipment, trucks and other power equipment.
- Read mechanical diagrams.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Respond to requests to help with field water system repairs.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- Ensure compliance with District's Injury and Illness Prevention Program.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL ACTIVITIES: The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, Board members, co-workers and the public in face to face, one to one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

Employee Signature

Date

Supervisor Signature

Date