

Menlo Park Fire Protection District

MECHANIC

(Non-safety, full-time benefited position, AFSCME)

Class Description

Definition

Under direct supervision of the fleet supervisor and Staff Chief in charge of the mechanical division, the Mechanic repairs and maintains all District fire apparatus, vehicles and equipment. Work performed covers a complete range of lube, preventative maintenance, diagnosis and repair of diesel and gasoline powered apparatus and equipment; and performs related work as required.

Distinguishing Characteristics

This is a journey-level classification. An employee in this class performs skilled tasks in the mechanical repair and maintenance of diesel powered fire apparatus, hydraulic systems for aerial ladders and gasoline-powered automobiles. Assignments are received in the form of general oral or written work orders, but the employee is expected to determine the nature and extent of minor repairs. The employee may provide technical assistance in developing equipment specifications and recommendations for replacement of fire apparatus and vehicles. All work is reviewed through the proper functioning and performance of equipment and apparatus repaired.

Typical and Important Duties

1. Inspects, diagnoses, adjusts, repairs and maintains all of the vehicles and fire equipment used in the Fire District.
2. Inspects, adjusts and repairs gasoline and diesel engines and hydraulic systems.
3. Repairs and/or overhauls fire apparatus and automotive equipment.
4. Repairs or overhauls chassis units including brake systems, transmissions, differentials, front and rear axles.
5. Removes and installs engines, differentials, clutches, transmissions, and steering assemblies.
6. Replaces connecting rods and main bearings.
7. Time's camshaft and ignition.
8. May repair, rebuild and paint body and chassis units.
9. Performs machine shop work including welding and cutting operations.
10. Decides issues arising in relation to equipment repairs such as whether a part shall be repaired or replaced.
11. Removes and installs specialized equipment on fire trucks and vehicles.
12. Assists Fleet supervisor with record keeping.
13. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
14. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Construction, assembly, adjustment and maintenance of diversified automotive equipment including heavy fire apparatus and equipment.

- Operation and repair of diesel and gasoline engines, hydraulic systems and chassis parts.
- Hazards and safety precautions of heavy mechanical work

Ability to:

- Diagnose defects and to remedy defects.
- Understand and effectively carry out oral and written instructions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.

Skill in:

- The care and use of tools employed in all phases of heavy mechanical maintenance and repair work.
- Locating and adjusting defects in heavy equipment.
- Basic keyboarding.
- Operating a personal computer and appropriate worked-related applications, including word processing, calendaring, and e-mail systems.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Extensive experience of five or more years as a journey-level automotive mechanic, including experience in the repair and maintenance of diesel and gasoline-powered equipment and hydraulic systems.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid Class 2 California Driver's License, which must be maintained as a condition of employment.

Special Requirements

Essential duties require the following physical skills and work environment:

- *Physical Skills:* Ability to lift and move equipment up to 100 lbs; sit, walk, stand and use hands to operate heavy equipment, machinery and tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to dust, uneven surfaces, changes in temperature, and loud noises.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved: September 2007
Revised Date: September 2007
Former Titles:
Abolished:
Bargaining Unit: AFSCME
ADA Review: ,
DOT:
Physical: Class
Status:
EEOC Category:
Job Code:
Resolution #: 1326-2009
Resolution Date: July 21, 2009