

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Equipment Mechanic I/II	Reports To:	Equipment Mechanic Supervisor
Salary Range:	A82 / B02	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Field
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To perform skilled preventive maintenance and repair of gasoline, diesel, propane, and alternative fuel powered automotive, heavy and light construction vehicles and other power driven equipment; to perform diagnostic and repair work; and to operate power and hand tools and equipment.

Distinguishing Characteristics

Equipment Mechanic I: This is the entry level class in the Equipment Mechanic series. Positions in this class typically have little or no directly related work experience. The Equipment Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Equipment Mechanic II: This is the journey level class in the series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Supervision Received and Exercised

Equipment Mechanic I

Receives immediate supervision from the Equipment Mechanic Supervisor.

Equipment Mechanic II

Receives general supervision from the Equipment Mechanic Supervisor.

Essential Function Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Inspect and diagnose mechanical, electrical and hydraulic defects and problems in automotive, heavy and light equipment and other mechanical equipment.
2. Perform a variety of major and minor vehicle and equipment repairs; perform service calls and make repairs in the field as needed.
3. Replace component parts; perform engine tune-ups; rebuild and overhaul engines; and perform required safety inspections on vehicles and equipment; may fabricate parts as necessary.

4. Perform preventive maintenance on vehicles and equipment, including lubrication and replacement of worn parts; perform clutch, drive train and brake repair tasks.
5. Test drives a variety of vehicles and mechanized equipment in determining problems and assessing corrective action.
6. Safely operate shop machinery, including lathes, presses, grinders and blasters.
7. Install and maintain communications and traffic safety equipment on District vehicles.
8. Keep and update manual and computerize records related to work performed.
9. Assist in the general maintenance of the equipment maintenance shop area.
10. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
11. Perform related duties as assigned.

Qualifications

Equipment Mechanic I

Knowledge of:

- Tools, equipment and procedures used in the service, repair and adjustment of gas, diesel, and alternative fuel powered vehicles and equipment.
- Basic principles, practices, methods and materials used in the service and maintenance of automobiles, light and heavy trucks and construction equipment.
- Operational characteristics of a wide variety of automotive, light and heavy equipment.
- Principles and practices of effective customer service.

Ability to:

- Perform skilled preventive maintenance and repair of gasoline, diesel, and alternative fuel powered automotive, heavy and light construction vehicles and other power driven equipment.
- Learn to interpret and work from sketches, schematic drawings, and other diagrams.
- Learn to diagnose problems affecting a wide range of mechanical power-driven equipment.
- Learn pertinent Federal, State, and local regulations related to vehicle codes and emission standards.
- Learn to keep and update records related to work performed.
- Learn to operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.

- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Equipment Mechanic II

In addition to the qualifications for the Equipment Mechanic I:

Knowledge of:

- Operating principles of motors and engines fueled by gasoline, diesel, or alternative fuels.
- Methods, materials, tools, and techniques, including welding and fabrication, used in the repair and maintenance of automobiles, light and heavy trucks and construction equipment.
- Diagnostic techniques used to troubleshoot problems affecting a wide range of mechanical power-driven equipment.
- Pertinent Federal, State, and local regulations related to vehicle codes and emission standards.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Independently diagnose and troubleshoot problems in light and heavy equipment.
- Interpret and work from sketches, schematic drawings, and other diagrams.
- Operate drill presses, hydraulic presses, gas and arc welding equipment, metal shear, and metal break.
- Keep and update records related to work performed.
- Operate and use modern office equipment including a computer and applicable software.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equipment Mechanic I: One year of experience in the general maintenance, servicing and repair of vehicles and equipment is desirable

Equipment Mechanic II: Two years of responsible experience similar to Equipment Mechanic I with the Nevada Irrigation District.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of a valid California driver's license; ability to obtain appropriate endorsements to road test vehicles and equipment according to District requirements.

Possession of certification as a forklift operator within one year of appointment.

Working Conditions

Environmental Conditions:

Work is performed in a shop environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair and installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less

Mental Conditions:

Essential functions may require mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment and tools; interpret work orders; remember equipment location; explain jobs to others; handle conflict.