

MECHANIC I

Class Definition

Under supervision, to perform moderately complex skilled work in the repair and maintenance of automotive and other mechanical equipment, including electrical, other systems, tune-ups, and other repairs.

Distinguishing Characteristics

This class is distinguished from the next higher class, Mechanic II, in that the Mechanic I is an entry level shop position and will be the initial trainee position in the division.

A Mechanic I performs a variety of skilled duties involving repair and maintenance of automotive and mechanical equipment as well as training to work on a variety of complex equipment.

Typical Tasks

Inspects automotive engines; diagnoses trouble and determines extent of necessary repairs.

Performs motor tune-ups including replacing of spark plugs, points, ignition wiring, and carburetor adjustment.

Replaces and/or adjusts brake shoes, hydraulic cylinders, and springs.

Repairs power brake systems.

Replaces rear axles and bearings.

Installs and adjust clutches.

Services and repairs automatic and manual transmissions.

Repairs automotive air conditioners.

Removes, replaces, or installs radiators, water pumps, hoses, lights, tail-lights, signals and components parts.

Repairs steering linkage and power steering systems.

Packs wheel bearings.

Replaces, rotates, and balances tires.

Replaces mufflers and tailpipes.

Replaces or repairs other internal motor parts, including belts, filters, lines, and fittings.

Performs electrical system repairs, including wiring or rewiring, switches, fuses, batteries and terminals and drive belts.

Test operate and test drive vehicles.

Maintains records of preventive maintenance and repairs.

Maintains records of service and costs.

Performs light painting and body work.

May lay out and fabricate work by acetylene or electrical welding, cutting, burning, and brazing.

Cleans work area and equipment.

Performs related work as required.

Will assist other mechanics with installing transmissions and differentials and in general repairs on vehicles and equipment.

Knowledge, Abilities, and Skills

Knowledge of the safe use and operation of automotive tools and equipment used in automotive repair trade.

Knowledge of the methods and procedures used in various systems and tune-up repair.

Knowledge of the operation and maintenance of internal combustion engines.

Knowledge of basic welding and fabrication.

Ability to diagnose engine trouble and determine necessary repairs.

Ability to use and maintain tools and equipment associated with automotive repair work.

Ability to understand and follow oral and written instructions.

Ability to keep and maintain preventive maintenance and servicing records.

Ability to perform heavy manual labor.

Ability to establish and maintain effective work relationships with co-workers, city employees, and officials.


Minimum Requirements

Graduation from high school supplemented with some course work in automotive repair and experience in automotive repair work; or an equivalent combination of education and experience. Must provide own necessary hand tools for automotive repair work.

Necessary Special Requirements

Possession of a valid Class 3 California driver's license.

APPROVED


Chairman, Personnel Board

DATE

02/10/86

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