

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** October 18, 2011

**POSITION TITLE:** **MECHANIC I/II/SENIOR**

**GRADE LEVEL:** P/L/J

**SUPERVISOR TITLE:** Field Services Foreman – Fleet/Facilities

**FLSA STATUS:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under immediate progressing to general supervision, to perform a variety of maintenance and repair work on vehicles, equipment, and stationary engines.

**CLASS CHARACTERISTICS**

**Mechanic I**

This is the entry-level position; however, mechanical knowledge is required. Positions assigned to this level perform limited or routine inspection duties under supervision. Although employees in classifications at this level may be in a training capacity, this position does require mechanical experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**Mechanic II**

This is the journey level position in the Mechanic class series. Positions assigned to this level perform a full range of inspection duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**Senior Mechanic**

This is a senior level classification in the Mechanic class series. Positions assigned to this level may provide lead supervision to entry and journey level staff and independently

perform highly technical and specialized maintenance and repair duties at a level beyond that found at a journey level. Lead duties may include assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance and training. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Conduct preventative maintenance work on District vehicles; i.e.; oil, filters, lube etc. on gas and diesel engines
- ✎ Diagnose, troubleshoot and repair all District vehicles including heavy trucks and equipment
- ✎ Document odometer readings on vehicles and equipment
- ✎ Service and repair of all stationary engines
- ✎ Repair computerized and electrical engine controls on District vehicles
- ✎ Service and repair of all stationary engines to include, trouble shooting, adjusting fuel ratio control panels, engine control panels, ignition controls, gas regulators, gas control valves, and carburetor. Maintain oil analysis program. Plan and schedule outside services for major, minor overhauls, and emission testing
- ✎ Coordinate all work with operation dept. for repairs
- ✎ Maintain emission files for State inspection and B.I.T. Program for heavy equipment and trailers
- ✎ Maintain parts replacement list, order parts, and document planned and completed service
- ✎ Respond to vehicle emergencies in the field
- ✎ Diagnose and repair hydraulic systems on equipment and air compressors
- ✎ Test and adjust gas pressure regulators on natural gas engines using a manometer
- ✎ Perform related duties as assigned

**QUALIFICATIONS**

**Mechanic I**

**Knowledge of:**

- ✎ Basic automotive maintenance and repair

**Ability to:**

- ✎ Operate a variety of hand and power tools
- ✎ Operate equipment for service and repairs





## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** One (1) to two (2) years of experience as an automotive mechanic.

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required to satisfactorily perform the assigned duties.

### **Licenses and Certificates:**

-  Forklift Certificate, required
-  First Aid Certificate, required
-  Traffic Control Certificate, required
-  California class A driver's license, with Tanker and Hazmat Endorsements, required or obtain within one (1) year




*In addition to the qualifications for **Mechanic I:***

### **Mechanic II**

#### **Knowledge of:**

-  Computerized engine controls

#### **Ability to:**

-  Service and gas and diesel engines
-  Service and repair Waukesha (natural gas) engines
-  Operate equipment for service and repairs

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** A minimum of two (2) years of increasingly responsible automotive and natural gas engine repair experience, or two years as a Mechanic I.

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required to perform the assigned duties, supplemented by specialized trade school training in automotive and natural gas engine repair.

### **Licenses and Certificates:**

- ✎ Forklift Certificate, required
- ✎ First Aid Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ Crane Operator Certificate, required
- ✎ California class A driver's license, with Tanker and Hazmat Endorsements, required

*In addition to the qualifications for **Mechanic II***

### **Senior Mechanic**

- ✎ Perform a variety of complex, skilled, journey level duties involving inspection, diagnosis, and repairing District vehicles, equipment, emergency power generation engines and facilities
- ✎ Recommend solutions for mechanical processes
- ✎ Assist in recommending, implementing, recording documentation and ensuring compliance with all vehicle, equipment and facilities operational policies and procedures regarding state and federal requirements for emission and BIT. programs
- ✎ Assist the Field Services Foreman-Fleet/Facilities in developing and administering the assigned budget; recommend expenditures for equipment, materials and staffing
- ✎ Perform the duties of the Field Services Foreman-Fleet/Facilities during his/her absence, including the supervision of duties performed by the building and grounds worker
- ✎ Timely completion of requisitions for all necessary tools, repair parts, supplies and outside services used by the Fleet and Facilities Departments
- ✎ Timely completion all Hanson Work Order assignments and related documentation.

### **Knowledge of:**

- ✎ Principles and practices of vehicle, equipment, and facility repair and maintenance

### **Ability to:**

- ✎ Lead and participate in a full range of equipment and facility maintenance services
- ✎ Gain cooperation through discussion and persuasion

## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** A minimum of two (2) years of journey level experience in automotive/equipment/facility maintenance and repair, plus two years as a Mechanic II.

**Training:** Any combination of formal or informal training and education that provides the ability to read and write at a level required to perform the assigned duties, supplemented by specialized trade school training in automotive and natural gas engine repair.

### **Licenses and Certificates:**

- ✎ Forklift Certificate, required
- ✎ First Aid Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ Crane Operator Certificate, required
- ✎ California class A driver's license, with Tanker and Hazmat Endorsements, required

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical abilities:

- ✎ Operate District vehicles going to and from repair/job sites
- ✎ Pull, push, reach, carry, and lift equipment and parts weighing up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl and climb during vehicle and equipment maintenance and repair work
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Regularly use a telephone or radio for communication
- ✎ Stand for extended periods
- ✎ Hearing and vision within normal ranges

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Inclement weather
- ✎ Toxic materials and gases
- ✎ Electrical hazards
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment

 Dealing with extreme heat and noise from the engines

**OTHER REQUIREMENTS**

 Willingness to work nights, weekends and overtime, as necessary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date