



CLASSIFICATION NO. 432  
Established: 5/65  
Revised: 9/75, 7/94, 9/07, 8/24  
FLSA: Non-Exempt  
EEO: 7

## **MECHANIC**

### **CLASS CHARACTERISTICS**

Under general supervision, to inspect, repair, overhaul and maintain automobiles and light trucks and equipment; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Mechanic repairs and replaces defective and damaged parts and systems, maintains vehicles or equipment in safe and efficient operating condition, and may perform emergency repairs to vehicles or equipment in the field. Mechanics work on gasoline, diesel, or alternative fuel powered automobiles and light trucks, including police cars, motor pool cars and pickup trucks.

The Mechanic classification differs from the Mechanic, Senior which leads the work of mechanics and other service and repair personnel. The Mechanic also differs from the Heavy Equipment Mechanic who inspects, diagnoses, maintains, repairs and modifies medium through heavy-duty vehicles, trucks and heavy construction equipment and requires a CDL.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Diagnoses, repairs and overhauls engines, drive trains, suspensions, steering, differentials, gear boxes, clutches, transmissions and hydraulic systems; removes, adjusts, replaces and/or repairs worn or defective parts such as pistons, rods, gears, valves and bearings; builds specialized equipment to meet specific needs; performs limited welding and fabrication.
2. Performs preventive maintenance, routine servicing, engine tune-ups and repairs; inspects, adjusts and replaces parts; removes and replaces ignition and charging system components including spark plugs, ignition coils, secondary ignition cables, alternator and generator; sets timing; adjusts flow of air and gasoline through carburetor to set idle speed and comply with emission standards; examines battery and connections and electrical system starting and charging circuits; adjusts and replaces fan belts; performs complete lubrication.
3. Tests, diagnoses and repairs electrical systems; installs and wires lighting systems; rewires ignition systems, lights and instruments panels; examines battery and connections and electrical charging and starting circuits.
4. Inspects, tests and repairs cooling and fuel systems; repairs or replaces water pumps and hoses; flushes radiator with cleaning compound; tests and analyzes electrical, vacuum, pressure and related functions of system components; replaces faulty thermostats; repairs

or replaces fuel pumps, injectors, fuel lines and carburetors; tests, diagnoses and repairs mechanical and electronic fuel injection systems.

5. Inspects, adjusts, repairs and overhauls brakes; replaces brake shoes and/or pads or attaches new linings; resurfaces or replaces brake disc/drum; repairs or replaces leaky cylinders; adjusts drum/shoe clearance; replaces or repacks wheel bearings; fills brake master cylinder with brake fluid; bleeds air from brake lines; tests, diagnoses and repairs Anti-lock Braking Systems (ABS).
6. Aligns front end, wheels, axles, frames and steering; adjusts shims and tie rods; installs new parts; places counterweights on wheels to balance; installs or repairs shock absorbers and mufflers.
7. Documents time and material usage and current vehicle condition for each project either manually or using computerized systems; makes and documents recommendations for needed future maintenance and repairs; records costs for parts and equipment; maintains an organized and clean maintenance shop.
8. Services and repairs temperature control units; replaces worn or broken parts and recycles air-conditioning refrigerant; measures compressor pressure to determine efficiency; tests, diagnoses and repairs electronic and computer control systems; performs diagnostic inspection of engines using electronic or mechanical analyzing equipment.
9. Conducts state required testing, certifications and annual inspections on vehicles; tests and adjusts emission control systems and records and evaluates data; calibrates, cleans and maintains test equipment and recording devices; completes required forms for state review.
10. Modifies new vehicles for use as Sheriff patrol cars; installs and wires lights and light bars, sirens, screens and other accessories; applies decals and identification marks.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working Knowledge of: Methods, materials and practices used in vehicle/equipment maintenance, inspection and repair; design and operation of motor vehicles, hydraulics, accessory power equipment and computer control systems; occupational hazards and safety precautions; Federal, State and County regulations applicable to maintenance specifications, safety and environmental quality; safe operation of vehicle repair and maintenance equipment; basic math; basic record-keeping techniques; customer service techniques.

Skill to: Inspect, maintain, repair, and adjust light or medium and heavy-duty vehicles/equipment; follow detailed oral and written instructions, schematics and diagrams; operate a variety of tools and equipment to repair and maintain vehicles and/or equipment, including mechanical and electrical diagnostic equipment, calipers, gauges, hydraulic jack, drill presses and welding equipment; complete and maintain repair and maintenance records; establish and maintain effective working relationships with County and other agency employees; communicate effectively, both orally and in writing.

## **WORKING CONDITIONS**

Duties require frequent walking, kneeling, bending, twisting, grasping, and fine motor control and the ability to lift up to 90 pounds, carry up to 40 pounds, and push/pull 80 pounds. Duties

also involve frequent exposure to confined spaces, loud noises, vibration, dust, fumes, chemicals, heat, slippery and/or uneven surfaces, adverse weather conditions, poor visibility/low lighting, and working on top of vehicles/equipment.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** The following licensure/certifications are required at the time of hire.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 2/17