

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Heavy Equipment Mechanic

DEFINITION

Under direction organizes, assigns and reviews the work of assigned personnel engaged in the skilled maintenance and repair of automotive, heavy construction equipment and related equipment; performs duties requiring specialized knowledge; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Heavy Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform difficult and complex repair and maintenance of automotive, heavy construction equipment, and related equipment. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher level supervisor or manager. Exercises technical and functional supervision over assigned technical personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

Plans, prioritizes, and reviews the work of staff assigned to a variety of skilled maintenance and repair of automotive, heavy construction equipment, and related equipment.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies.

Maintains logs, records, and files related to work performed by work unit; coordinates reporting to various regulatory agencies including the California Air Resources Board (CARB), the California Highway Patrol (CHP), Bureau of Automotive Repair (BAR), and the Department of Motor Vehicles (DMV) to ensure compliance with regulations.

Determines the need for repair versus replacement of equipment; makes recommendation to management.

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Sets up a preventive maintenance schedule and prioritizes work order service requests; verifies repairs are made to satisfactory levels.

Diagnoses mechanical, electrical, and hydraulic failures or problems related to the operation of a variety of vehicles, heavy construction equipment, generators, or related mechanical equipment; uses visual inspection, or electronic/computer testing instruments.

Maintains, repairs, or replaces a variety of mechanical components, including steering, suspension, drivelines, axles, engines, chassis, air conditioning systems, brake, anti-lock braking systems and air brakes, exhaust systems, and interior and exterior body parts.

Tunes engines, takes compression tests; adjusts timing and valves; adjusts, rebuilds and replaces carburetors and fuel injection systems.

Inspects and services air pollution control devices; performs emission control testing and related certifications; inspects vehicles and equipment relative to conformance with other regulatory and certification requirements.

Responds to field service requests, including road calls, vehicle recovery situations, and accidents involving District vehicles and equipment; responds to a variety of system facilities requests for mechanical repair.

Organizes equipment and vehicle demonstrations with vendors and District staff during bid development and/or vendor purchases.

Review and provide recommendations regarding the replacement of District equipment and vehicles.

Maintains records of maintenance and repair activities and required regulatory certifications, vendor/bid responses, and inventory/supplies.

Performs the most difficult work related to the maintenance and repair of automotive and heavy construction equipment.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training. Methods, practices, tools and equipment used in the maintenance and repair of automotive and heavy constructions equipment. Methods of diagnosing automotive and heavy construction equipment problems and

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determining appropriate course of action. Pertinent local, State, Federal laws, ordinances and rules.

Skill/Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff. Perform the most complex duties related to the maintenance and repair of automotive and heavy construction equipment. Diagnose various automotive and heavy construction equipment operating problems. Use a variety of hand and power tools and electronic testing instruments and systems. Perform emission control testing and vehicle/equipment certification. Prepare records and reports. Read and interpret manuals, specifications, drawings, and blueprints. Use shop mathematics to make calculations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operations, and observe safety rules; analyze problem equipment; identify and locate equipment; interpret work orders; remember how to properly repair equipment; and explain jobs to others. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Experience and/or Education:

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

Experience:

Four years of responsible journey experience similar to Heavy Equipment Mechanic with the El Dorado Irrigation District.

Education:

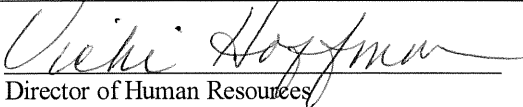
Equivalent to the completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California Class A driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of California Smog Check Technician certificate.

 Director of Human Resources	<u>4-17-12</u> Date
Established: 08/18/2009 Revised: 03/26/2012 FLSA: Non-Exempt Unit: Safety	