

## EQUIPMENT MECHANIC TRAINEE

### JOB DESCRIPTION

**Classification Responsibilities:** An Equipment Mechanic Trainee works under immediate supervision to learn and become proficient in the technical aspects of repairing and servicing City vehicles and equipment. This class will be a part of a three-year training program within Fleet Services or the Mesa Fire and Medical Department (MFMD), during which the incumbents will train to perform technical tasks in the maintenance and repair of light- to heavy-duty, gasoline and diesel-fueled equipment. Work will require a high degree of technical knowledge, and as increased work skill is attained this class will be expected to exercise increased independent judgment in determining repair methods as assignments increase in scope and responsibility. This class is also responsible for performing related work as required.

**Distinguishing Features:** This is a trainee class generally working under the direction of a Senior Mechanic I, Lead Fire Mechanic, or an Equipment Mechanic I while learning to perform the full scope of duties of a Mechanic through an on-the-job training program. An Equipment Mechanic Trainee who successfully completes all phases of training may progress by noncompetitive promotion to Equipment Mechanic I upon meeting the specific criteria-based promotion requirements. An employee in this class must successfully complete all phases of training within the stipulated timeframes. An incumbent who fails to complete the training program will be transferred, demoted, or terminated. An employee of this class will be assigned to various shifts and worksites in order to train on all equipment. Employees are required to use the appropriate safety equipment and procedures in performing assigned tasks. The Equipment Mechanic Trainee is supervised by a Shop Supervisor or Shop Foreman who assigns, and reviews work through spot-check observation, conferences, problems encountered, and overall results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Any combination of training, education, and experience equivalent to completion of a recognized automotive technician program at an accredited trade school or community college, preferably accredited by the National Automotive Technicians Education Foundation (NATEF), OR graduation from an accredited program with an Associate's Degree in Automotive Technology. Three Automotive Service Excellence (ASE) certifications are required within three years of hire or promotion.

**Special Requirements.** Must provide own basic hand tools and rollaway box. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification (*by assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** One year of experience in the automotive/truck repair industry. Knowledge and use of automotive electronic diagnostic equipment including laptop-based programs, and familiarization with the use of internet based automotive diagnostic procedures and information.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with coworkers and user departments to provide maintenance services for the City's vehicles and equipment. Prepares written repair order comment sheets and reports regarding equipment repair status.

**Manual/Physical:** Repairs and adjusts gasoline engines, transmissions, fuel systems, etc. Removes and installs automatic and manual transmissions, fuel and water pumps, engines, and carburetors. Rebuilds air and hydraulic brake components, drums, discs, and cylinders. Installs and repairs air conditioning units and other electrical components. Performs preventive maintenance tasks, such as checking brake levels, belts, and hoses, changing oil and filters, and tuning engines. Operates and tests vehicles and equipment requiring a standard Class D Arizona Driver's License. Uses common hand and power-driven tools employed in the maintenance and repair of automotive equipment. Utilizes an emissions analyzer to perform vehicle emissions tests on gas and diesel engines. Locates and adjusts defects in motor equipment. Prepares and maintains accurate records of maintenance work. Inspects fleet and shop equipment to determine compliance with prescribed operating and safety standards. Distinguishes colors to interpret electrical circuitry. Cleans work area and equipment using cleaning fluids and agents. Uses a respirator when performing duties requiring exposure to hazardous fumes and/or when working in a confined space. Must be physically able to safely lift a minimum of 50 pounds. Moves heavy (50 - 800 pounds) objects, such as transmissions, engines, etc., with the assistance of a forklift or other device. Works in small, cramped areas, at heights greater than ten feet, in repairing lighting systems on vehicles and performing operational and safety inspections on aerial manlift equipment. Works in a variety of weather conditions in performing field safety inspections and road service calls. Meets scheduling and attendance requirements.

**Mental:** Diagnoses operational problems on a variety of automotive equipment in order to determine the source of a problem. Comprehends and makes inferences from written material (example: interprets service manuals and schematics, understands lube charts and computer-generated repair orders, etc.). Learns job-related material regarding preventive maintenance, equipment service and repair, safety practices and procedures, etc., through on-the-job training and in classroom settings.

**Knowledge and Abilities:** (The knowledge and abilities listed may not apply to all assignments.)

Knowledge of:

the methods, materials, tools, and standard practices of the automotive mechanic's trade;  
the principles of internal combustion engine operation;  
the hazards and safety precautions of the mechanic's trade;  
the state requirements associated with vehicle emissions testing of gas or diesel engines;  
the installation and repair methods of automotive air conditioning systems;

the service and repair methods of air brakes and air systems; and simple gas and arc welding and auto electrical systems and equipment.

Ability to:

diagnose and repair operational problems on automotive equipment to determine problem source; perform preventive maintenance tasks on a variety of vehicles and motorized equipment; understand and effectively carry out verbal and written instructions; read and interpret service manuals, schematics, charts, etc.; handle all physical requirements of the class; and establish and maintain effective working relationships with coworkers, supervisors, and user departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 3/22

NF/sb/th

CS4037.DOCX

EEO-SCW

JOB FCTN-MEC

Non-DOT Safety and Security-Y

CDL-N

RESP-Y (*By Assignment*)

PAY GRADE: 44

IND-8380

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 81-200