



CITY OF SAN MARCOS
invites applications for the position of:

MECHANIC

SALARY: \$27.03 - \$35.27 Hourly
\$2,162.71 - \$2,821.84 Biweekly
\$4,685.87 - \$6,114.00 Monthly
\$56,230.42 - \$73,367.94 Annually

OPENING DATE: 09/24/18

CLOSING DATE: 10/31/18 05:30 PM

SUMMARY DESCRIPTION:

The City of San Marcos is excited to announce the recruitment for a new Mechanic position within the Public Works Department. This position will work within the small group of in house mechanics to provide vehicle and equipment maintenance services on diesel and gasoline engines.

The ideal candidate will have the following experiences and qualifications: ability to perform automotive and heavy/light equipment repair as well as plan, coordinate, schedule and estimate repair and maintenance work; read and interpret product information, manuals, schematics and other related materials when performing work; provide customer service and technical expertise to all levels of staff . If you are a team player, have a solid foundation of mechanic skills and are willing to learn with a great attitude, we look forward to reviewing your application.

Under general direction supervision, performs various tasks relative to the repair and maintenance of vehicles and heavy/light equipment. Performs after-hours emergency response as required.

This is the journey-level class in the Mechanic series. In addition to the duties of the Mechanic Assistant, the Mechanic inspects, diagnoses and locates mechanical difficulties in City automobiles and a variety of diesel and gasoline powered maintenance and construction equipment. Maintains and repairs components and operating systems of vehicles and equipment.

Applications accepted through: October 31, 2018

1st Interview: Tuesday, November 13th

2nd Interview and Skills Assessment: Tuesday, November 20th

Position start date: On or after Monday, January 7, 2019

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Diagnose, maintain, and repair components and operating systems of vehicles and equipment such as diesel and gasoline engines, drive trains, mechanical, electrical, hydraulic, pneumatic and electronic systems.
- Performs procurement, organization, cleaning and minor fabrication work.
- Performs after-hours emergency response as required.
- Coordinates schedules and performs routine preventative maintenance on operating and Emergency Services vehicles & equipment.
- Takes initiative and exercises good judgment to maintain, diagnose, troubleshoot and repair the full range of the City's fleet including automotive, construction, landscaping, maintenance, transportation, and emergency services vehicles and equipment.
- Diagnoses, maintains, adjusts/tunes, and repairs a wide variety of vehicles and equipment and their components, systems, and computerized controls including, but not limited to engines, transmissions, drives, differentials, fuel systems, electrical systems, hydraulic systems, compressed air systems, lighting systems, and air conditioning systems.
- Overhauls, repairs, aligns and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors, pumps, frames, axles and wheels.

- Installs and reconditions electrical systems, spark plugs, distributors, condensers, points and rotors.
- Realigns and adjusts brakes, including hydraulic, air and wedge systems.
- Operates and maintains hand, power and diagnostic shop tools and equipment.
- Practices the principles of superior customer service.
- Orders parts and supplies, provides cost and scheduling estimates, documents and provides status updates to peers, customers and supervisory staff.
- Enters and/or retrieves data from computerized asset management/workflow system (Lucity).
- Maintains work, time, material, and equipment logs and records, as directed.
- Compiles and maintains maintenance, operation, and repair manuals, schematics and other information relative to the City's vehicle, equipment and facilities fleet.
- Provides guidance and trains peers and customers on the methods and techniques of vehicle and equipment pre-operation and safety checks, lubrication checks, start up, operation, and shutdown procedures.
- Coordinates and Performs vehicle emission testing to comply with State emissions program.
- Reads and interprets product information, manuals, schematics, and other related materials when performing work assignments.
- Stays abreast of current vehicle and equipment technologies.
- Performs other related work as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of general mechanics, diagnosis, troubleshooting and repair of a wide variety of vehicles and equipment including gasoline and diesel engines, fuel systems, ignition systems, electrical systems, cooling systems, braking systems and suspension systems; current methods, terminology, equipment, tools and materials used in the repair, maintenance and adjustment of vehicles and equipment; principles and practices of proper record-keeping and reporting; math applicable to the trade; safe work practices, including the handling of hazardous materials and supplies, necessary in the maintenance and repair of automotive and power driven equipment; and principles and practices of customer service.

Ability to:

Perform automotive and heavy/light equipment repair; plan, coordinate, schedule and estimate repair and maintenance work; use good judgment in the scope of assigned authority; operate office, shop and field equipment; communicate clearly and concisely, both orally and in writing; maintain accurate and concise records electronically through work order data entry (Lucity); interpret and follow City policies and procedures; establish and maintain effective relations with peers, internal customers, the public, and other agencies; use shop tools, including drills, presses, grinders, reamers and use a brake lathe to resurface brake drums and rotors; use gas and electric welding and cutting apparatus; read and interpret product information, manuals, schematics and other related materials when performing work assignment and in order to stay abreast of current technologies; and demonstrate an awareness and appreciation of the cultural diversity of the community.

EDUCATION AND EXPERIENCE:

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

Education/Training

High School graduation or equivalent. A combination of experience and/or training providing the knowledge, ability and aptitude to successfully perform the essential duties outlined above.

Experience

Two (2) additional years of experience above and beyond 2 years that is required of Mechanic Assistant, with increasingly responsible advanced journey-level experience performing vehicle and equipment maintenance and repair duties.

Licenses

Possession of an appropriate, valid driver's license with satisfactory driving record. Within six (6) months of appointment, the Mechanic level in the series MUST have possession of a Class A California Commercial Driver License.

Certificates of Achievement are highly desirable including Emergency Vehicle Technician or Fire Mechanic

certification.

SPECIAL REQUIREMENTS:

Due to safety regulations, when utilizing certain tools and/or working with certain chemicals, incumbents may be required to wear a respirator and may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit.

Tool allowance is a negotiated item through the San Marcos Classified Miscellaneous Employees' Association Memorandum of Understanding, which is currently \$100.00 per month.

Basic Standard and Metric hands tools required, sizes up to and including 1 ¼ " and 36 mm.

The City of San Marcos is an equal opportunity employer and does not discriminate on the basis of race, color, gender, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

Note: All appointments are subject to the successful completion of a medical examination, including substance abuse screening, at the City's expense. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three days of employment.

The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions contained in this bulletin may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.san-marcos.net>

Position #2018 - 55
MECHANIC
JL

1 Civic Center Dr.
San Marcos, CA 92069
760-744-1050

HumanResources@san-marcos.net

MECHANIC Supplemental Questionnaire

- * 1. Please briefly summarize your professional experience as a journey-level mechanic, including years experience and areas of responsibility.

- * 2. Do you currently possess any specific vehicle maintenance training and/or certificates of achievement related to vehicle mechanics, including a Fire Mechanic certification or Emergency Vehicle Technician certification? If so, please describe below.

- * 3. Please describe your personal customer service philosophy. From what you have learned about this position through the job posting, who would be your customers in this position?

- * 4. If your supervisor asked you to complete a task that you were unfamiliar with, what steps would you take to get the information you need?

- * Required Question