



# CITY OF CHINO

## Equipment Mechanic Aide

### **Definition:**

Under direct supervision, performs a variety of repetitive and fundamental tasks and related work as assigned.

### **Class Characteristics:**

Equipment Mechanic Aides general and unskilled maintenance work in the Fleet Section and all work performed is reviewed during and upon completion. This position should not be considered the entry level into the Equipment Mechanic series.

### **Essential Functions:**

- Complete, file, and maintain records for parts, equipment, and repair orders.
- Steam clean, wash, and wax vehicles when needed.
- Clean vehicle interiors.
- Transport vehicles and equipment to car wash and to various vendors.
- Sweep floors and clean shop equipment.
- Answer telephones and convey messages.
- Drive vehicles as required.
- Deliver and pick up items.
- Assist Equipment Mechanics with mechanical repairs as required.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).

### **Ability to:**

- Learn safe work practices.
- Perform heavy manual labor.
- Understand and follow oral and written directions.

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- Prepare simple records such as completing work orders and logging completed work in individual vehicle folders.
- Keep accurate records.
- Communicate effectively, both orally and in writing.
- Work safely and efficiently.
- Establish and maintain cooperative working relationships.

### **Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Work a part-time flexible schedule, 6:00 a.m. – 6:00 p.m., Monday through Friday (hours/days will be adjusted as needed).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### **Physical Profile:**

Category II; 1, 3, 4, 5, 6, 8, 12, 13, 14, 15, 17, 18, 19, 20.

Link to description [here](#)

### **Employee Unit:**

Part-time/Temporary/Seasonal

Revised: 10/31/06

Replacing Equipment Mechanic Aide classification specification dated 8/1/02.

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