



CITY OF CHINO

Equipment Mechanic Trainee

Definition:

Under general supervision, performs a variety of general, semi-skilled, or skilled duties in the servicing, repair, and adjustment of automobiles, trucks, construction equipment, and other related equipment powered by gasoline and diesel fuel; and performs related work as assigned.

Class Characteristics:

This is the entry level class into the Equipment Mechanic series. Equipment Mechanic Trainees are expected to work under close supervision in a training capacity to learn to perform the duties of a journey level Equipment Mechanic.

Essential Functions:

- Examine, diagnose, and locate mechanical defects in a wide variety of vehicles and construction equipment; diagnose trouble and determine the extent of necessary repairs.
- Perform major mechanical repairs; smog testing; disassemble, repair, and replace work parts; fit new parts, and adjust water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gear.
- Tune up engines and take compression tests; repair standard and electronic ignition systems and adjust timing and valves; replace or adjust emission control systems; install new or rebuilt engines.
- Overhaul hydraulic, booster, and vacuum systems; rewire and recondition electrical systems.
- Perform front end alignments and wheel balancing; repair or replace exhaust systems, ignition and door locks, window vents and regulators, and dash gauges.
- Service, repair, and maintain power law mowers, small gasoline engines, pumps, and miscellaneous equipment and tools.
- May use arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; perform basic body repair work and machine shop work; fabricate special construction and maintenance equipment.
- Keep records of time, materials, parts, and work performed; order supplies, materials, parts, and equipment; make recommendations on the need to replace equipment or vehicles.
- 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.

Equipment Mechanic Trainee

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).

Experience:

- One year of experience as an automotive service worker or equipment mechanic.

Working knowledge of:

- Techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, carburetors, and electrical systems.
- Theory, case, and operation of gasoline and diesel powered internal combustion engines and mechanical components for the maintenance and repair of mechanic equipment.
- Methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment.
- Preventive maintenance inspection methods.

Ability to:

- Diagnose mechanical problems and determine appropriate maintenance work.
- Repair and overhaul gasoline and diesel powered equipment and related components with a minimum of supervision.
- Understand and follow oral and written directions.
- Prepare simple records such as completing work orders and logging completed work in individual vehicle folders.
- Maintain accurate records.
- Work safely and efficiently.
- Establish and maintain cooperative working relationships.

Special Requirements:

- Possess a valid Class A California Driver License and all endorsements as required upon notice by City and a satisfactory driving record.
- Work a 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.

Equipment Mechanic Trainee

Physical Profile:

Category II; 1, 3, 4, 5, 6, 7, 8, 12, 13, 15, 16, 17, 18, 19, 20.

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Services) or Part-time/Temporary/Seasonal

Revised: 10/31/2006

Replacing Equipment Mechanic Trainee classification specification dated 08/01/2002.

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