



Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

Human Resources
Department
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www.cityofwatsonville.org

City of Watsonville

SUPERVISING EQUIPMENT MECHANIC

\$4,571.18 - \$6,125.83/Month

Filing Deadline: Thursday, March 24, 2016 at 5:00pm
(No Postmarks Accepted)

DEFINITION

To provide lead supervision and work direction in the operations of the City's automotive and equipment repair facility; and may perform the more difficult inspection, diagnosis, repair, and maintenance work on a variety of gasoline and diesel powered vehicles and other equipment. Employees in this classification direct, coordinate, and monitor the work of others in a lead capacity. This job class is responsible for directing the work of employees in the repair and maintenance of the City's automotive, construction, and other power driven equipment and may perform the more difficult maintenance and repair assignments.

DISTINGUISHING CHARACTERISTICS

This job class is responsible for the direction of work of Equipment Mechanic crew and may perform the more difficult maintenance and repair assignments, uses computer applications to track and analyze maintenance data in order to plan and coordinate the preventative maintenance program for all City vehicles and heavy equipment, and assists in evaluating subordinate employees. This job class requires technical knowledge and skill in the mechanical trade and functions at an advanced journey/lead level of classification.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision from the Vehicle Service Supervisor or other Public Works and Utilities Management personnel as assigned
- Exercises direct supervision over assigned Equipment Mechanic personnel

EXAMPLES OF ESSENTIAL DUTIES- Duties may include, but are not limited to, any combination of the following:

- Assigns, directs, and monitors the work of others in the performance of a wide variety of repair and maintenance work on the City's vehicles and equipment
- As necessary performs the more difficult and skilled maintenance and repair assignments
- Assists in scheduling assigned projects and determines quantity and type of tools, materials, equipment, and labor needed; orders needed parts to complete job
- Trains and instructs employees in proper and safe methods and practices of vehicular repair and maintenance and equipment operation
- As necessary inspects, diagnoses, and repairs automobiles, diesel and gasoline trucks, construction equipment, tools, and other power-driven equipment
- Writes repair orders; uses computer to track status of repair orders, monitors vehicle maintenance records, and generates a variety of related reports
- Fabricates parts and equipment; operates electrode, arc, wire feed, and oxy-acetylene welders
- Makes emergency repairs on equipment in the field or shop
- Performs periodic safety inspections on large trucks; works with police officers who perform random inspections; corrections cited information
- Oversees execution of a preventative maintenance program; maintains work, time, and materials records
- Establishes and maintains effective work relationships with those contacted in the performance of required duties

EMPLOYMENT STANDARDS

Knowledge of:

- Procedures and practices related to the operations of an equipment maintenance and repair shop
- Computer programs used in fleet maintenance, report writing and automated fuel dispensers
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and other power-driven equipment, including diesel equipment and hydraulic systems
- The operation and care of internal combustion engines and their components
- Uses of equipment shop tools and equipment
- Computerized automobile emission control systems
- Methods used in electric-arc and acetylene welding
- Safe work practices

Ability to:

- Inspect automotive and other power-driven equipment to locate malfunctions and estimate the time and cost of repairs
- Perform specialized repair work on diesel engines and hydraulic systems
- Perform minor and major mechanical repairs on automotive, construction, and other power-driven equipment
- Use and care for a variety of tools and special equipment with skill and safety
- Maintain shop and repair records
- Provide work direction and training to equipment shop staff

- Train, direct, evaluate and monitor the work of others in a lead capacity
- Assist with the general administration of equipment shop functions
- Provide and maintain the basic tools necessary to perform the work above
- Understand and follow oral and written directions in an independent manner
- Meet the physical requirements necessary to safely and effectively perform required duties
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing, and carrying weights up to 50 lbs
- Maintain good public relations with people contacted during work assignments

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Minimum two years of journey level experience in the repair and maintenance of a variety of gasoline and diesel engines

LICENSE AND CERTIFICATION

- Possession at the time of hire and continued maintenance of a valid Class C California Driver's license and safe driving record.

APPLICATION AND TESTING PROCESS

Applications must be submitted to the Human Resources Department, 275 Main Street, Suite 400, 4th Floor, Watsonville, CA 95076 by the filing deadline. No postmarks accepted. An application may be obtained by calling 831.768.3025 or by going to the City's website at www.cityofwatsonville.org. Candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced at a later time.

APPOINTMENT AND BENEFITS

The positions benefits include vacation, sick leave, and holiday benefits. The City offers Public Employees Retirement System Benefits. Employees shall pay the full 7% PERS contribution. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing the bilingual exam (\$75/month conversational premium pay, \$250/month written and conversational premium pay).

The candidate selected will be appointed for a 12-month probationary period. Names of successful candidates who do not receive a job offer will be placed on an employment list which normally remains in effect for one year. The Human Resources Department may abolish an Employment list at any time the needs of the City so require. The position is represented by the Mid Management bargaining unit.

Prior to appointment to the position of Supervising Equipment Mechanic, a medical examination and Department of Justice Livescan fingerprinting will be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity. The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE

