

## CITY OF RIO VISTA

### PUBLIC WORKS PRINCIPAL MECHANIC/MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, performs the full array of mechanical maintenance duties including the inspection and the minor and/or major repair of all mechanical and power driven equipment and vehicles; performs all maintenance and repair functions related to city facilities, performs full duties of the Public Works Senior Maintenance Worker, and assists the Public Works Maintenance Worker I/II class with assigned duties as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assumes responsibility for maintaining work areas; performs related duties as required.

This is a classification within the Maintenance Worker series with additional mechanic duties. Incumbents are expected to independently perform the full scope of assigned water utility duties. Incumbents are responsible for performing the full range of repair, maintenance, and installation related to the City's water system as well as all other city facilities and infrastructure. The work requires independence and discretion in working with the public and in responding to customer service requests. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Public Works Principal Mechanic/Maintenance Worker** is the advanced journey level class primarily responsible for performing minor and major repairs to City mechanical and power driven equipment, facilities, water and wastewater infrastructure, and vehicles.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Public Works Superintendent and the Public Works Supervisor. Incumbents may assist in the training of other Public Works related classifications.

**ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

- Performs the full array mechanical maintenance duties and responsibilities including preventive maintenance and minor and major overhaul of power driven and mechanical equipment and City vehicles.
- Tests, inspects, overhauls, and repairs internal combustion and other mechanical equipment including diesel engines, hydraulic systems, water pumps, brakes, suspension and other systems; diagnoses, disassembles, adjusts and reassembles equipment.
- Replaces component parts on vehicles and equipment; performs engine tune-ups, rebuilding and overhauling; performs safety inspections on vehicles and equipment.
- Analyzes vehicle and equipment failures, determines problems and causes, and recommends solutions.
- Performs preventive maintenance according to a regular schedule; maintains the preventive maintenance schedule.
- Designs and fabricates special parts for vehicles and equipment; installs manufactured parts.
- Performs mechanical repairs in the City shop and the field.
- Maintains a variety of records and documents of work performed and as mandated by Federal, state and local laws, ordinances, rules and regulations.
- Researches vendors and parts pricing and availability; performs cost estimates; recommends the purchase of necessary parts; assists in maintaining parts inventory.
- Reads and interprets blueprints and schematic wiring diagrams.
- Operates shop machinery, including lathes, presses, grinders, hydraulic lifts, welders and a variety of other equipment and tools.
- Estimates time, materials and equipment required for jobs assigned.
- Responds to questions and concerns from the various City departments; provides information as is appropriate and resolves complaints.
- Serves on the Public Works “on-call” rotation as needed.

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent may work in outdoor weather conditions including wet, hot and cold. The incumbent may use cleaning, lubricating and pool chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Works Principal Mechanic/Maintenance Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of skilled experience performing minor and major repair of automotive and other mechanical equipment, or the performance of related work.

#### **License/Certificate**

Possession of, or ability to obtain a valid, class C. California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Tools, equipment and procedures used in the overhaul, repair and adjustment of power driven and mechanical equipment; vehicle, truck and apparatus parts and

operating systems; electronic and vehicle operating systems; principles and practices of metallurgy and welding; occupational hazards and standard safety practices; electronic fuel and computer controlled systems; electrical and hydraulic systems; shop tools and equipment used in repairs; practices, methods and materials used in general construction, grounds maintenance and general maintenance work; street, sewer, water and other public works construction and maintenance equipment and practices.

Practices, methods and materials used in general construction, grounds maintenance and general maintenance work; street, sewer, water and other public works construction and maintenance equipment; operation, care and preventive maintenance techniques for heavy equipment and assigned power tools; methods, materials, tools and equipment associated with tree trimming, street, sewer, water, gutter, airport, sidewalk, painting, sign and street light maintenance; irrigation systems; provisions of the California Vehicle Code and other ordinances and rules involved in safe automotive operation on City streets; occupational hazards and standard safety practices.

**Ability to:**

Make mechanical repairs to a variety of City power driven and mechanical equipment; accurately diagnose operational problems in vehicles and equipment and resolve problems; maintain thorough and accurate work-related records and documents; evaluate and prioritize assigned work activities; work independently; respond to issues and concerns from City departments and personnel; understand and follow instructions; establish and maintain effective working relationships.

Perform skilled construction and maintenance tasks; read and interpret maps, sketches, drawings, specifications and technical manuals; read and interpret complex federal and state regulations regarding such things as traffic controls, herbicide applications, etc.; perform labor intensive manual tasks for extended periods of time; train semi-skilled and unskilled workers; keep accurate records; ensure safe working practices; work independently; understand and follow oral and written instructions; communicate clearly and concisely; establish effective working relationships with those contacted at work; respond to issues and concerns from the community.

**Skill to:**

Operate vehicles and equipment on City streets; operate equipment and tools used in repair duties.

Safely and effectively operate a variety of maintenance, construction and heavy equipment, tools, materials, and vehicles.

Performs maintenance, repair, construction and installation of City streets, parks, landscaping, airport, pool and water, sewer and building facilities.

Streets: Breaks and removes surfaces, digs, shovels, hauls, loads and unloads materials; operates jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks and other construction vehicles and equipment; inspects tools and equipment for safety and mechanical defects; removes and hauls trash; assists in the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks.

Water & Sewer: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; locates, installs, repairs and maintains water and sewer mains and lines; makes new sewer connections; repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters, boxes and backflow preventers; operates trucks and other construction vehicles and equipment; locates and repairs leaks in water lines; cleans storm drains, flood control facilities and inlets; responds to emergency calls.

Parks: Maintains lawns, shrubs, and trees; applies herbicides and pesticides; cuts, sprays and removes weeds; clears brush and debris; plants and maintains landscaped areas; installs and maintains watering and irrigation systems; operates tree trimming and other tools and equipment.

Airport: Maintains runways, taxiways, runway and other lights, access road, landscaping, and water lines.