



CITY OF POWAY
invites applications for the position of:

Equipment Mechanic/Senior Equipment Mechanic

SALARY: \$25.15 - \$34.92 Hourly
\$4,358.73 - \$6,052.80 Monthly
\$52,304.72 - \$72,633.60 Annually

OPENING DATE: 04/14/22

CLOSING DATE: Continuous

DEFINITION:



Equipment Mechanic: \$25.1465 - \$30.5654 per hour

Senior Equipment Mechanic: \$28.7288 - \$34.9200 per hour

On July 20, 2021, the Poway City Council approved a new six year Memorandum of Understanding (MOU) between the City of Poway and non-safety employees represented by Teamsters. The Equipment Mechanic and Senior Equipment Mechanic positions are represented by Teamsters and the person hired for the position will receive a \$7,500 stipend after hire, prorated based on the start date in the current fiscal year. The six year MOU also includes another \$7,500 stipend in July 2022; a 3% wage increase in July 2023 and 5% wage increases in each of the final three years of the MOU.

Due to a recent promotion, the City of Poway is recruiting for an Equipment Mechanic or Senior Equipment Mechanic, based on experience and certification. The Fleet Maintenance Division maintains over 200 vehicles and different types of equipment. The City's fleet includes a wide variety of vehicles and equipment from fire apparatus, brush rigs and ambulances to excavators, backhoes, vactors and dump trucks. Most of the vehicle and equipment maintenance is completed in-house by our skilled mechanics. If you have three years or more of professional experience performing automotive or truck and power equipment repair and maintenance, along with A.S.E. certifications, as outlined below, we invite you to apply!

The recruitment for this position will be open continuously and all applications will be reviewed and considered upon receipt.

Equipment Mechanic: Leads and/or performs highly skilled and advanced mechanical work related to City vehicles and equipment including fire, utility, and street maintenance equipment; and to perform welding and fabrication work.

This is the entry-level class in the equipment mechanic series. Initially under close supervision, incumbents with the appropriate automotive and/or heavy equipment repair experience, learn a wide variety of City vehicles and light to heavy maintenance and construction equipment. As more experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Senior level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Senior Equipment Mechanic: Maintains all vehicles and equipment owned by the City, including City fleet, fire trucks, law enforcement vehicles, emergency generators and heavy duty equipment. Maintains knowledge and experience used to troubleshoot, diagnose, vehicles, and equipment.

This is the full journey-level class that performs the full range of preventive maintenance, troubleshooting, service, and repair activities on a wide range of light to heavy City vehicles, fire vehicles and equipment, and construction and maintenance equipment required to ensure that all fleets and equipment are maintained in a safe and effective working condition and provide the highest level of safety for City use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned vehicles and equipment. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level are distinguished from the entry-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other Public Works maintenance class series in that it performs more highly-skilled technical and mechanical maintenance activities. This class is distinguished from Fleet Maintenance Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in all fleet and facilities maintenance operations of the City.

Positions in the Equipment Mechanic class series are flexibly staffed and positions at the Senior level are normally filled by advancement from the entry-level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have prior related experience that allows the employee to meet the qualification standards for the Senior level.

Supervision Received and Exercised

Receives direct or general supervision from the Fleet Maintenance Supervisor or assigned supervisor. The Equipment Mechanic exercises no direct supervision over staff. May provide technical and function direction to lower-level staff.

KEY RESPONSIBILITIES:

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- o Performs DOT and regulatory inspections. Inspects, diagnoses, and locates mechanical issues on City automobiles, trucks, fire and emergency medical vehicles, and a variety of diesel gasoline, electric, and natural gas-powered maintenance and construction equipment.
- o Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- o Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.
- o Performs vehicle and equipment preventative maintenance. Ensures that all vehicles, equipment, ambulances, and fire apparatus are in safe and operational condition; makes road emergency vehicle and equipment repairs to all City owned property.
- o Provides technical information for equipment and vehicle bid specifications; provides bid specifications for tools and equipment.
- o Diagnoses mechanical, electronic, gas, diesel, or CNG fuel systems.
- o Tests and repairs starters, alternators, and generators; recharges or replaces batteries; diagnoses and makes minor repairs on air conditioning systems, vehicles, and equipment.
- o Makes light and major repairs on pumps, valves, and major fire equipment apparatus; repairs outboard motor and controls of City boats; adjusts and repairs or replaces components on suspension systems for vehicles and equipment.
- o Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- o Performs electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- o Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- o Provides professional recommendations for vehicle and equipment purchases; orders supplies, parts, and materials; picks up parts as necessary.
- o Plans assigned work projects; prepares estimates of time and materials needed to perform assigned repairs and maintenance; ensures adequate materials and supplies are available for proper performance of maintenance work; assists in requisitioning and maintaining inventory of equipment, tools, parts, and supplies used in the maintenance and repair duties.
- o Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- o Monitors contractors working with and around City equipment to ensure the work is appropriately performed to City standards.
- o Observes safe work methods and makes appropriate use of related safety equipment as required.
- o Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- o Maintains accurate computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- o Responds to after-hours emergencies.
- o Maintains attendance and punctuality that is observant of scheduled hours on a regular basis.
- o Performs other duties as assigned.

MINIMUM REQUIREMENTS/LICENSE OR CERTIFICATES REQUIRED:

Experience:

Equipment Mechanic: Three years of experience in either automotive or truck and power equipment repair.

Senior Equipment Mechanic: Six years of experience equivalent to Equipment Mechanic at the City of Poway.

Education/Training:

Equipment Mechanic and Senior Equipment Mechanic: Equivalent to the completion of the 12th grade supplemented by completion of a mechanical apprenticeship program.

Licenses and Certifications:

Equipment Mechanic:

- Class A driver's license with tanker endorsement within 12 months of appointment to the position.
- Possess and maintain at least two of the following Automotive Service Excellence (A.S.E.) Certificates, all four are preferred and required within one year of appointment to the position.
 - A4 – Suspension & Steering
 - A5 – Brakes
 - T4 – Brakes
 - T8 – Preventive Maintenance Inspection

Senior Equipment Mechanic:

- Class A driver's license with tanker endorsement.
- Possess and maintain all of the following Automotive Service Excellence (A.S.E.) Certificates:
 - A4 – Suspension & Steering
 - A5 – Brakes
 - T1 – Gasoline Engines
 - T2 – Diesel Engines
 - T3 – Drive Train
 - T4 – Brakes
 - T5 – Suspension & Steering
 - T8 – Preventive Maintenance Inspection
- Brake Inspector Qualification (CFR 396.25) - Department of Transportation (DOT)
- Possess and maintain an Emergency Vehicle Technician I certificate issued by the California Fire Mechanics Academy, or a current California Fire Mechanic I Certificate issued by the California Fire Mechanics Academy.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance and/or with the use of proper equipment.

Environmental Elements

Employees primarily work in the centralized maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. In case of a Citywide emergency or natural disaster, employees in this class may be required to serve as an Emergency Response Technician.

EXAMINATION PROCESS:

A completed NeoGov application, including supplemental questions, must be submitted through NeoGov for consideration by the application deadline. Application materials will not be accepted separate from NeoGov or after the deadline.

A FULLY COMPLETED APPLICATION AND RESPONSES TO SUPPLEMENTAL QUESTIONS ARE REQUIRED AND PART OF THE REVIEW AND QUALIFYING PROCESS. QUESTIONS MUST BE ANSWERED COMPLETELY.

Applicants will be evaluated on the basis of relevant training, education and experience as presented in the application and supplemental questions. The process may include interviews and/or performance tests. Successful candidates will be placed on the eligibility list established, which will be in effect for a period of up to six months. A background investigation including LIVESCAN fingerprinting and a verification of a valid driver's license and satisfactory driving record from the Department of Motor Vehicles may be required. All appointments are also subject to the successful completion of a pre-placement physical examination that includes a drug screening. Applicants will be required to submit verification of the legal right to work in the United States. The City of Poway participates in E-Verify. All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at time of hire.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://poway.org/>

Position #22-23
 EQUIPMENT MECHANIC/SENIOR EQUIPMENT MECHANIC
 LT

City of Poway
 13325 Civic Center Drive
 Poway, CA 92064
 (858) 668-4440

jobs@poway.org

Equipment Mechanic/Senior Equipment Mechanic Supplemental Questionnaire

- * 1. **APPLICANT ACKNOWLEDGEMENT:** The City of Poway's Human Resources Department uses email to notify applicants of important information relating to the status and processing of their employment application. As an applicant, you are hereby advised of the following: 1. It is your responsibility to ensure the email address you provide is current and readily accessible to you. 2. It is your responsibility to check your email to ensure that you do not miss any deadlines established as part of the recruitment process. 3. It is your responsibility to read all City emails carefully and follow instructions, if any. If you have any questions or experience any technical difficulties,

you are encouraged to contact our office, (858) 668-4440, during the City's posted business hours, or NEOGOV customer support at (877) 204-4442 for assistance; however, you must do so prior to the passing of any established deadlines.

I acknowledge that I have read, understand, and agree to the above.

- * 2. Your responses to the questions below will be used to determine your eligibility to advance in the recruitment. An incomplete application and/or referencing your resume in lieu of answering any of the supplemental questions will be cause for disqualification from the recruitment process. Changes cannot be made to your application once it is submitted so please ensure that the information you provide is accurate and complete.

I acknowledge that I have read, understand, and agree to the above.

- * 3. Please describe your professional experience with maintenance and repair of vehicles and equipment. Please list types of vehicles/equipment, from where the experience was gained and the number of years of experience.

Please note, this experience must be included in the "Work Experience" section of your application in order to be considered.

- * 4. Please describe any professional experience you have maintaining and/or repairing any fire safety vehicles or equipment used by a fire department or ambulance service. Please include the vehicle type or equipment, from where you gained the experience, how often you worked on this type of equipment, and how many years of experience.

Please note, this experience must be included in the "Work Experience" section of your application in order to be considered.

- * 5. Please indicate which of the following Automotive Service Excellence (A.S.E.) Certificates you currently maintain. **Please be sure to attach a copy of each certificate.**

A4 - Suspension & Steering

A5 - Brakes

T1 - Gasoline Engines

T2 - Diesel Engines

T3 - Drive Train

T4 - Brakes

T5 - Suspension & Steering

T8 - Preventive Maintenance Inspection

None.

- * 6. Do you possess a valid Brake Inspector Qualification (CFR 396.25) - Department of Transportation (DOT)?

If yes, please attach a copy of your certification to your application in order for it to be considered.

Yes No

- * 7. Do you possess a valid Emergency Vehicle Technician I Certificate, or higher, issued by the California Fire Mechanics Academy, or a current California Fire Mechanic I Certificate, or higher, issued by the California Fire Mechanics Academy?

If yes, please attach a copy of your certificate to your application in order for it to be considered.

Yes No

- * Required Question