

City of Vallejo

Equipment Mechanic II

SALARY

\$32.57 - \$39.59 Hourly

\$2,605.60 - \$3,167.12 Biweekly

\$5,645.47 - \$6,862.09 Monthly

\$67,745.60 - \$82,345.12 Annually

LOCATION

Vallejo, CA

JOB TYPE

Regular Full-Time

JOB NUMBER

2025-01-AA

DEPARTMENT

CORP SHOP - PUBLIC WORKS

OPENING DATE

03/07/2025

CLOSING DATE

4/7/2025 5:00 PM Pacific

Description

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

THE POSITION

Scheduled salary increase of 5% effective July 2025

This recruitment is being conducted to fill one full-time vacancy. The list established by this recruitment may be used to fill future full-time, part-time, limited term, and temporary vacancies for up to one year.

The City of Vallejo's Fleet Division is seeking one Equipment Mechanic II to help with minor and major mechanical repairs to gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment as a collaborative member of the City's Public Works Department.

The ideal candidate for Equipment Mechanic II will possess at least three years of experience performing minor and major equipment repairs to both diesel and gas powered equipment, specialized training in maintenance and repair of gas and diesel powered equipment.

While not required, experience repairing public safety vehicles (i.e., Fire/Police vehicles) is highly desirable.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Fleet Manager and/or the Senior Equipment Mechanic.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - *Important responsibilities and duties may include, but are not limited to, the following:*

- Inspect, diagnose, and locate mechanical difficulties on City automobiles, police vehicles, trucks, fire apparatus, and a variety of diesel and gasoline powered maintenance and construction equipment.
- Diagnose, maintain, and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems and high-pressure water systems, including pumps, valves, rams, hoses and motors.
- Diagnose, maintain, and repair high pressure air systems, including rebuilding of pumps, valves, cylinders and hoses.
- Diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.

- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Overhaul, repair, and adjust engines, transmissions, differentials, and clutches.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems.
- Repair and replace components such as generators, distributors, relays, lights, switches, and high voltage light systems.
- Repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
- Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment; fabricate, modify and repair body and chassis parts.
- Weld, braze, solder, and cut steel, stainless steel and aluminum by torch, electric arc, mig welder, and plasma cutter.
- Maintain and repair shop equipment including hoists, grinders, welders, compressors, steam cleaners, and presses.
- Assist in the purchasing of equipment, maintenance parts and materials.
- Maintain work, time, and material records.
- Assist other mechanics in the performance of mechanical repairs as required.
- Install, repair, and maintain police accessories and equipment including light bars, bun racks, safety screens, and other equipment.
- Estimate time, materials and equipment required for jobs assigned, requisition materials as required.
- Perform preventive maintenance on equipment as required.
- Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES / MINIMUM QUALIFICATIONS

QUALIFICATIONS

Knowledge of:

- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas-and-diesel powered equipment.
- Diesel diagnostic knowledge of electronics and mechanical equipment
- ASE Testing for automobiles, trucks and HD trucks
- Computer tracking systems for equipment, services and repairs
- Procedures of preventive maintenance related to automotive, heavy and light construction equipment.
- Principles and procedures of hydraulic systems, high pressure air systems, and high-pressure water systems.
- Operating and repair characteristics of a wide variety of automotive, light and heavy equipment used in City government.
- Operation and care of internal combustion engines and hydraulic equipment.
- Methods, materials, equipment and tools used in routine welding and fabrication work.
- Occupational hazards and standard safety practices necessary in the area of work assigned.
- Principles and procedures of record keeping.
- Safe work practices.
- Customer service skills.

Ability to:

- Perform journey level equipment mechanical work including the diagnosing, troubleshooting, fabricating, and repair of equipment.
- Work independently in the absence of supervision.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Use a variety of equipment, maintenance tools and equipment.
- Maintain a variety of shop and repair records.
- Read and understand various manuals, blueprints, and schematics.

- Understand and follow oral and written directions.
- Perform preventive maintenance on motorized equipment as required.
- Use and operate hand tools, power tools, and test and repair equipment in a safe and efficient manner.
- Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.
- Perform duties in a manner to maximize safety in the area of work assigned.
- Respond to the Corporation Yard for an emergency call out.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- To meet the essential functions and physical requirements contained in the Physical Analysis of Job Assignment attached to this specification and incorporated herein by this reference.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of journey level experience performing minor and major equipment repair duties including experience in the maintenance of both diesel and gas powered equipment. Experience repairing public safety vehicles highly desirable (i.e. Fire/Police and vehicles).

Training:

A High School Diploma or G.E.D including specialized training in maintenance and repair of gas and diesel powered equipment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Within 1 year of employment, candidate is required to obtain and maintain an ASE Master

Automobile Technician certification

The following certifications are highly desired, **but are not required**:

- Smog Inspection License
- ASE Master Medium Heavy Truck certification

**ASE Certifications are valid for 5 years, the Equipment Mechanic II's are required to recertify every five years. ASE Testing is available to the employee eight (8) months of the year.*

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

SUPPLEMENTAL INFORMATION

Working Conditions:

Shop environment; lifting, climbing and stooping; exposure to dust, grease, and noise.

The Recruitment & Selection Process

1. Applications are due by 5:00 P.M. on Monday, April 7, 2025. Applicants must submit a completed City of Vallejo online application, including all responses to the Supplemental Questionnaire (Resume/Cover Letter Optional), by the posted deadline in order to be considered.

NOTE: *If you have problems creating a user account, obtaining your already created account information, or submitting your online application, please contact governmentjobs.com applicant support directly at 855-524-5627. City of Vallejo HR staff are unable to assist with these issues.*

2. Applications will be screened for overall qualifications the week of April 7, 2025.

3. Applicants who meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of April 7, 2025. The most qualified

applicants from the scoring of the supplemental questions will be invited for a Performance Examination.

4. Performance Examinations are tentatively scheduled to take place the week of April 21, 2025. Performance Examinations are weighted at 100% of the candidates' score. Candidates must achieve a minimum passing score of 70%. Those achieving 70% or higher will be invited for an Oral Panel Interview.

5. Oral Panel Interviews are tentatively scheduled to take place the week of April 28, 2025. Oral Panel Interviews are weighted at 100% of the candidates' score. Candidates must achieve a minimum passing score of 70%. Those achieving 70% or higher will be placed on the Register of Eligibles (eligible list) and may be considered to fill positions for up to one year.

The City reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, current resume, and responses to supplemental questions.

6. Candidates who are successful in the assessment process will be placed on the Register of Eligibles (eligible list). Candidates will then be referred at the department's discretion. The Department will conduct all final interviews and make the final candidate selection for this position.

REASONABLE ACCOMMODATIONS

The City of Vallejo is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need reasonable accommodation during the application, assessment or selection process may contact the Human Resources Department to request an accommodation. Please contact April Adams at (707) 648-4378 or send an email to: april.adams@cityofvallejo.net no later than April 7, 2025, at 5:00 P.M.

PRIOR TO HIRE

The selected candidate will be required to: 1) Submit to reference checks 2) Submit to and successfully pass a pre-employment background check, including fingerprint check. 3) Provide proof of legal right to work in the United States.

Disaster Service Workers - All City of Vallejo ("City") employees are designated Disaster

Service Workers ("DSW") by state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all DSW-related training as assigned and to return to work as ordered in the event of an emergency.

Veteran's Preference - Veteran's preference points will be applied in accordance with Civil Service Rule 24. A copy of the DD 214 form must be filed at time of application.

Equal Opportunity Employer (EOE) - The City of Vallejo is an Equal Opportunity Employer. It is the policy of the City of Vallejo to provide equal employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

Note: The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Employer

City of Vallejo

Address

555 Santa Clara Street (1st Floor)
P.O. Box 3068
Vallejo, California, 94590

Phone

707-648-4363

Website

<http://agency.governmentjobs.com/vallejo>