



245 E. Bonita Avenue, San Dimas California 91773-3002  
www.sandimasca.gov

## **EQUIPMENT MECHANIC / FLEET COORDINATOR**

**Public Works Department**

**\$4,389 - \$5,307 per month**

**DEADLINE TO APPLY: Open until filled**

### **HOW TO APPLY**

A City of San Dimas application must be submitted and may be completed online by visiting the City website [www.sandimasca.gov](http://www.sandimasca.gov). Questions may be directed to Human Resources at (909) 394-6211 or [kfrey@sandimasca.gov](mailto:kfrey@sandimasca.gov). A resume may be attached to the application, but does not substitute for a completed City application.

### **GENERAL PURPOSE**

Performs semi-skilled, skilled, and administrative work in the repair and maintenance of vehicles and mechanical equipment operated by the City of San Dimas. Responsible for preventive maintenance program, vehicle/equipment maintenance and coordination of efforts for records and fleet/inventory control management. Manages the contracting and/or outsourcing of specific mechanical functions or operations. Performs mechanical repairs and preventative maintenance on City of San Dimas equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Develop preventative maintenance program for all City equipment. Develop and manage outside contracts with vendors that perform mechanical work on City equipment.
2. Perform preventive maintenance and repairs according to manufacturer's guidelines on a variety of vehicles and equipment. City of San Dimas equipment inventory includes but is not limited to service trucks, heavy trucks, construction equipment, stationary and mobile power generation units and miscellaneous equipment.
3. Diagnose, troubleshoot and repair all City vehicles and miscellaneous equipment.
4. Perform major repair and overhaul on tools and all types of gasoline and diesel engines, gear boxes, differentials, transmissions and hydraulic equipment.

5. Perform welding repairs and metal fabrication by using both arc, MIG (metal/inert-gas), TIG (tungsten/inert-gas), brazing, and oxyacetylene welding equipment and basic machine shop tools and equipment.
6. May be required to operate a variety of vehicles and equipment including backhoes, loaders, dump trucks, miscellaneous equipment and service trucks as needed to diagnose problems and check performance.
7. Complete and maintain accurate records of all maintenance and repair activities; enter work order history, cost and parts inventory data into computerized preventative/predictive maintenance program.
8. Coordinate purchasing and maintain inventory parts and supplies for vehicles and equipment; generate purchase orders and order new quantities and specific replacement parts as required.
9. Provide input and assist with monitoring expenses for the operating budget.
10. Participate in development and implementation of goals, objectives, policies, and priorities.
11. Maintain a clean, organized, and safe work area; follow safety rules and guidelines.
12. Respond to emergency callouts as needed.
13. Be proficient in Microsoft Office software including Excel, Word and Outlook.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

1. Techniques and methods of overhauling and repairing gasoline and diesel-powered equipment and related components, including engines, transmissions, suspensions, starting systems, fuel systems, air conditioning systems, and electrical systems.
2. Theory, care, and operation of gasoline and diesel-powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment.
3. Methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment.
4. Preventive maintenance inspection methods.
5. Methods used in electric arc and acetylene welding.
6. Safe work practices.

### **Ability to:**

1. Use manuals, automated record keeping systems, computerized diagnostic equipment, and diagnostic techniques to locate mechanical troubles and determine appropriate maintenance work.
2. Repair and overhaul gasoline, diesel, and propane powered equipment and related components with minimum supervision.
3. Understand and follow oral and written directions.
4. Prepare and maintain simple records.

5. Work safely.
6. Estimate the cost and time of repairs.
7. Perform skilled arc and acetylene welding.
8. Adapt available tools and repair parts to specific repair, remodeling or rebuilding problems.
9. Read and write English at the level required for successful job performance.
10. Establish and maintain effective working relations with co-workers and the general public.

## **EDUCATION/TRAINING/EXPERIENCE**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two or more years of journey-level experience in the maintenance and repair of light to heavy gas, diesel, and propane powered equipment.

**Education:** Graduation from high school or equivalent including or supplemented by training in the repair of motorized equipment.

**Licenses/Certificates/Special Requirements:** A valid driver's license issued from a state Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents;

analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. This position has continuous exposure to unpleasant elements such as dust, fumes, odors, and high noise levels, or outside weather conditions when required to perform field repairs. The noise level is frequently loud, being above 85 decibels with the operation of power tools and mechanized tools in the shop bays.

## **SELECTION PROCESS**

Interested persons who feel they meet the desirable qualifications should submit a completed City application. Not every applicant is interviewed. Selected qualified applicants will be selected to interview.

## **SALARY AND BENEFITS**

The starting salary for this position may be at any of the five steps in the salary range of \$4,389 to \$5,307 per month, depending on the appointee's qualifications.

**Retirement:** The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. Employee pays 50% of the normal cost rate on a pretax basis to be calculated by CalPERS.

Employees who are classic members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. Employee pays 7% of CalPERS contribution.

**Health Benefits:** San Dimas provides a \$1,495 per month cafeteria plan for health, dental and vision insurance. The City also pays for long-term disability and life insurance programs for employees.

**Leave Benefits:** Vacation leave is accrued beginning at 112 hours per year and increases after each five years of tenure. Employees accrue 96 hours annual sick leave. The City also provides 12 paid holidays.

**Retiree Health Savings Account:** The City has a program where employees can achieve a triple tax-free savings program for health insurance costs at retirement or separation.

**Deferred Compensation:** The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$200 monthly for employee contributions to the offered Section 457 deferred compensation plans.

**Additional Benefits:** Additional benefits include membership to a federal credit union, tuition reimbursement, computer loan program, Employee Assistance Program, membership to San Dimas Recreation Center and a Section 125 benefits program.

## **STATEMENT OF NON-DISCRIMINATION**

The City of San Dimas advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit-based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer).

## **ABOUT THE CITY**

The City of San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to freeways offers a centralized location from which to enjoy southern California's many excellent cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's five departments (City Manager's Office, Administrative Services, Parks & Recreation, Public Works, and Development Services) and the contract services of Los Angeles County.