

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**SERVICE MECHANIC**

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	3/16/09
Classification Status:	Field Services	Resolution No.:	2009-33
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision of Equipment Mechanic Supervisor this position performs routine skilled level work in the servicing and maintenance of a wide variety of light and heavy motorized and mechanical equipment. This position is expected to perform routine mechanical work but a journeyman equipment mechanic is available to assist with difficult tasks; and performs other related work as necessary.

Require the application of specialized knowledge in automobiles, trucks, tractors and specialized mechanical equipment.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Under direction performs routine skilled level work in the servicing and maintenance of a wide variety of light and heavy motorized and mechanical equipment;
- Assists journeyman equipment mechanic in overhauling and repairing of equipment;
- Performs minor engine tune-up and trouble shooting work;
- Installs and adjusts brakes;
- Lubricates all types of equipment;
- Cleans garage and adjacent areas;
- Maintains equipment service records;
- Under direction assists journeyman mechanic in overhauling and repairing of engines, transmissions, rear ends, electrical systems, and all other parts of motorized and mechanical equipment;
- Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Techniques of servicing and maintenance of light and heavy motorized and mechanical equipment;
- Tools and equipment used to service and maintain motorized and mechanical equipment;

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**Skills:**

- In the use of various types of tools and equipment;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

**Ability to:**

- Perform routine skilled mechanical services to maintain light and heavy motorized and mechanical equipment, and with direction;
- Maintain vehicle/equipment records and reports;
- Follow written and oral direction;
- Operate tools and equipment;
- Adhere to safe work practices and procedures;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain smooth and effective working relationships;
- Work overtime as requested;
- Assume responsibility to maintain a safe working environment;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

**Experience:**

Two (2) years of experience in servicing and maintenance of motorized and mechanical equipment.

**License or Certificate:**

A valid California Class C Driver's License is required at the time of appointment and a satisfactory driving record.

**Tools:**

Employee is required to furnish hand tools to perform tasks required of the class.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.