

## **CITY OF FONTANA MECHANICS ASSISTANT**

**DEFINITION:** Under direct supervision, performs routine vehicle and equipment maintenance.

**EXAMPLES OF DUTIES:** The Mechanics Assistant will be required to lubricate, wash and polish City vehicles and equipment; service cooling systems batteries and tires; assist mechanics in the general repair and maintenance of motor vehicles, mobile tools and equipment.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Wash and polish vehicle exteriors.
- Vacuum vehicle interiors.
- Steam clean automotive engine components.
- Refuel vehicles and equipment.
- Check air pressure and fluid levels.
- Maintain garage premises and vehicle wash areas.
- Shuttle vehicles for services to and from vendor locations.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Safely utilize a variety of vehicle and equipment maintenance tools.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**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 and lubricating chemicals which may expose the incumbent to fumes, dust and air contaminants. The nature of the work may require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heaving traffic conditions and often work with constant interruptions.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Appropriate safety policies and procedures.
- Appropriate use of safety equipment.
- The safe and effective use and operation of hand tools, mechanical equipment, and power tools and equipment required for the work.

**Experience:** No experience is required.

**Education:** Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License/Certifications:** Possession of, and continuously throughout employment, a valid Class "C" California Driver's License.