



## **Program Assistant - Mechanic – Job Description**

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

### **OUR VISION FOR THE ORGANIZATION**

We believe in an organization that:

- Provides excellent customer service at all levels.
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count.
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities.
- Fosters open and honest communication among all employees, across all departments and with the public.
- Is driven by clear objectives where strong performance is rewarded.
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving.
- Values all members of the organization and the community.

### **THE DEPARTMENT**

The Operations Services Department is responsible for five main divisions: utility operations, parks maintenance, sign shop, streets maintenance and support services.

The Support Services Fleet Maintenance Division is responsible for the diagnosis and repairs of City vehicles including, cars, trucks, buses, police patrol cars and fire apparatus, in addition to specialized equipment, such as farm equipment and generators.

### **The Position:**

Employees in this position are assigned to the Support Services Division in Fleet Maintenance. Mechanics are responsible for maintaining the entire City's vehicle and equipment by working in a team atmosphere and prioritizing their work. This position will take direction from the Lead Mechanic and Mechanics.

**Typical duties include:**

The Temporary worker will be doing a variety of duties including:

- Diagnoses, repairs and overhauls engines, transmissions, components, electrical and fuel systems, etc. for various powered and rolling equipment such as, cars, trucks, and buses, farm equipment, and generators.
- Performs tune ups, brake jobs and other preventative maintenance on cars, trucks, buses, and other powered rolling equipment; replaces common parts and makes adjustments.
- Maintains appropriate service and repair records.
- Responds to routine and emergency calls for repairs and service.
- Driving and operating vehicles such as lawn mowers and trucks.
- Clean and maintain equipment.
- Attend and participate in safety meetings/trainings.

**The ideal candidate will have the ability to:**

Perform complex diagnostic procedures on all vehicle systems; determine appropriate maintenance and repairs; effectively use hand tools and automotive diagnostic equipment; interpret manufacturers' specifications; generate and keep government-mandated computer records and files; advise in the selection and ordering of City vehicles; advise in the selection and ordering of metal fabrications materials and supplies; layout, position and complete projects from blueprints, sketches and verbal instructions; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; perform heavy physical labor and can lift a minimum of 50lbs, using proper lifting techniques; ability to work from plans and specifications; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

**Will have the knowledge of:**

Thorough knowledge of the theory and complexities of automotive technology, care and operation of internal combustion engines as well as electric hybrids, current repair methods, materials and tools; applicable state and federal requirements; all aspects of metal fabrication; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

**The Selection Process:**

The qualifications of each applicant, as set forth in the employment application will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.