

RESOLUTION NO. 09-02

A RESOLUTION OF THE RIDGECREST CITY COUNCIL APPROVING AND AMENDING THE CITY OF RIDGECREST CLASSIFICATION PLAN AND ADOPTING THE JOB SPECIFICATIONS OF FLEET MECHANIC I/II/III INTO THE CITY OF RIDGECREST CLASSIFICATION PLAN

WHEREAS, the City of Ridgecrest has formally adopted a Classification Plan with job specifications which are compliant with the Americans with Disabilities Act (ADA), by Resolution No. 01-94 on September 19, 2001; and

WHEREAS, new or revised job specifications must be submitted for adoption by City Council into the Classification Plan; and

WHEREAS, adopting new or revised job specification into the Classification Plan does not create new budgeted positions or adjust salaries.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ridgecrest does hereby approve amendments to the City of Ridgecrest Classification Plan, a copy of said amendments being attached hereto, as "Attachments A, B, and C" and by this reference made a part hereof.

APPROVED AND ADOPTED this 4th day of February 2009 by the following vote:

AYES: Mayor Morgan, Council Members Wiknich, Holloway, and Taylor

NOES: None

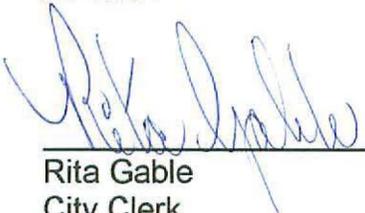
ABSENT: Council Member Carter

ABSTAIN: None



Steven P. Morgan, Mayor

ATTEST



Rita Gable
City Clerk

City of Ridgecrest

Date Adopted: 02/04/09

Fleet Mechanic I

CLASS SUMMARY:

Under direct supervision, maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, fire vehicles, police vehicles, small gasoline engines and similar equipment; operates basic hand, power and shop tools.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions of the class. They are descriptive, not limiting.

Essential Duties:

- Diagnoses and performs repairs to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, gaskets, etc.
- diagnoses and repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring switches, batteries, and radiators, thermostats, water pumps, etc.
- Diagnose repairs and overhauls power transmission systems including such parts as clutches, automatic and standard transmissions, differential units, gears, bearing, universal joints and hydraulic units.
- Diagnoses, repairs, and adjusts steering mechanisms and other controls, checking and aligning wheels.
- Repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxy-acetylene welding equipment.
- Road tests vehicles; drives trucks or equipment as required; inspects vehicles in the shop and field.
- Diagnoses engine electronic computer using diagnostic scope; smog checks and certifies vehicles.
- Diagnoses and performs electrical, hydraulic and other repairs in the field.
- Performs preventive maintenance work on fire and police equipment, construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment.
- Reads and interprets manuals, drawings and specifications.
- Maintains and repairs small gasoline engines and similar equipment found on mowers, chain saws, etc.
- Completes forms and keeps accurate maintenance records.
- Diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
- Modifies and fabricates new parts for truck bodies and similar equipment.
- Installs and repairs power take-off equipment such as small electric cranes, hoists and small hydraulic lift equipment.

- Performs welding work of vehicles, equipment and tools; fabricates metal parts for vehicles, equipment, tools, plates, grates, rubbish bins, etc.
- Straightens and repairs bent vehicles, equipment, and tools.
- Fabricates and installs bumpers, tow bars, ladder racks, toolboxes, pipe railings, etc.
- reads and interprets blueprints, sketches, and rough drawings
- ensures proper safety precautions are observed
- performs preventive maintenance and service work, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, lamps
- May clean vehicles.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment; operation and maintenance of basic hand, power and shop tools and equipment common to the field
- safe work methods and safety regulations pertaining to work
- use and operation of oxyacetylene and electric arc welding equipment and materials
- Practices and procedures of shop and field welding; welding properties of various metals and alloys.
- Ability to:
- Diagnose and repair, with some direction, a wide variety of diesel and gasoline-powered vehicles and equipment and related components
- operate and maintain basic hand, power and shop tools and equipment used in the work
- understand and follow oral and written instructions
- prepare basic records and reports
- read and interpret manuals, specifications and drawings
- calculate shop mathematics
- Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Three years of experience in the maintenance and repair of vehicles or heavy construction equipment. Successful completion of appropriate trade school or technical course work in diesel or gasoline-powered mechanics may be substituted for up to one year of the required work experience.

Licenses, Certificates or Special Requirements:

Possession of a valid Class "C" California driver's license. A Class "B" California driver's license must be obtained within the six-month probationary period. Some positions may be required to possess a valid Class "A" smog license. May require certain State certifications or licenses as needed to perform job duties. Must provide own tools as per established guidelines.

Physical Conditions or Special Working Conditions:

Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds. Must be willing to work outdoors in all weather conditions and to work in confined areas, from heights, and with exposure to unpleasant and potentially hazardous conditions.

DISTINGUISHING CHARACTERISTICS:

Fleet Mechanic I is the entry-level class in the Fleet Mechanic series. Under direct supervision, incumbents learn and perform a variety of duties in the maintenance and repair of a wide variety of motorized equipment. Fleet Mechanic I and II are differentiated in that Fleet Mechanic I is a journey level automotive mechanic while Fleet Mechanic II is a journey level fleet mechanic in the maintenance and repair of a wide variety of municipal equipment such as refuse, fire and heavy construction equipment.

Physical Profile: II,2,3,4,6,8,12,13,14,15,16,17,18,19,20

GRADE: 243
FLEETMECHI.SPC

City of Ridgecrest

Date Adopted: 02/04/09

Fleet Mechanic II**CLASS SUMMARY:**

Under minimal supervision, maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, fire vehicles, police vehicles, small gasoline engines and similar equipment; operates a variety of hand, power and shop tools.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Diagnoses and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearing, fittings, wrist pins, gaskets, etc.
- diagnoses and repairs, cleans adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring switches, batteries, and radiators, thermostats, water pumps, etc.
- diagnose, repairs and overhauls power transmission systems including such parts as clutches, automatic and standard transmissions, differential units, gears, bearing, universal joints and hydraulic units
- diagnoses and repairs and adjusts steering mechanisms and other controls, checking and aligning wheels
- repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxy-acetylene welding equipment
- road tests vehicles
- drives trucks or equipment as required
- inspects vehicles in the shop and field
- diagnoses engine electronic computer using diagnostic scope
- smog checks and certifies vehicles; diagnoses and performs electrical, hydraulic and other repairs in the field
- performs preventive maintenance work on fire and police equipment, construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment
- reads and interprets manuals, drawings and specifications; estimates labor, material and equipment required to complete assignments
- makes oral and written reports of work performed; completes forms and keeps accurate maintenance records
- diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment
- modifies and fabricates new parts for truck bodies and similar equipment

- installs and repairs power take-off equipment such as small electric cranes, hoists and small hydraulic lift equipment
- performs welding work of vehicles, equipment and tools
- Fabricates metal parts for vehicles, equipment, tools, plates, grates, rubbish bins, etc.
- Straightens and repairs bent vehicles, equipment, and tools; fabricates and installs bumpers, tow bars, ladder racks, toolboxes, pipe railings, etc.
- reads and interprets blueprints, sketches, and rough drawings
- may direct and instruct other employees in the work
- ensures proper safety precautions are observed
- Performs preventive maintenance and service work, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, lamps; may clean vehicles.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment
- operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field
- safe work methods and safety regulations pertaining to work
- use and operation of oxyacetylene and electric arc welding equipment and materials
- Practices and procedures of shop and field welding; welding properties of various metals and alloys.
- Ability to:
- Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and equipment and related equipment
- operate and maintain a wide variety of hand, power and shop tools and equipment used in the work
- understand and follow oral and written instructions
- estimate necessary materials and equipment to complete assignments
- exercise independent judgment and initiative without close supervision
- prepare basic records and reports
- read and interpret manuals, specifications and drawings
- calculate shop mathematics
- establish and maintain effective working relationships with those encountered in the course of the work
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Training and Experience:
- A typical way of obtaining the knowledge, skills, and abilities outlined above is:
- Five years of experience in the maintenance and repair of vehicles or heavy construction equipment including two years experience at a level equivalent to the Fleet Mechanic I class is required.

- Successful completion of appropriate trade school or technical coursework in diesel or gasoline-powered mechanics may be substituted for up to one year of the general work experience.

Licenses, Certificates or Special Requirements:

Possession of valid Class "C" California driver's license. A Class "A" California driver's license must be obtained within the six-month probationary period. Some positions may be required to possess a valid Class "A" smog license. May require certain State certifications or licenses as needed to perform job duties. Must provide own tools as per established guidelines.

Physical Conditions or Special Working Conditions:

Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds. Must be willing to work outdoors in all weather conditions and to work in confined areas, from heights, and with exposure to unpleasant and potentially hazardous conditions.

DISTINGUISHING CHARACTERISTICS:

This is the skilled, journey-level fleet mechanic class in this series. Under minimal supervision, incumbents perform the full range of assigned duties, assist in the training of other employees in a variety of fleet maintenance, and repair work. This class is distinguished from Mechanic III in that it is not a lead position.

Physical Profile: II,2,3,4,6,8,12,13,14,15,16,17,18,19,20

GRADE: 245
FLEETMECHI.SPC

City of Ridgecrest

Date Adopted: 02/04/09

Fleet Mechanic III

CLASS SUMMARY:

Under direction, plans, assigns, inspects, and leads the work of employees involved in the servicing, maintaining, and repair of vehicles and equipment.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Diagnoses repair and maintenance requirements of automotive and heavy equipment
- assigns and inspects the work of a variety of employees
- participates in advanced and difficult repairs and maintenance of diesel and gasoline-powered vehicles and equipment
- maintains repair and service equipment and cost records on parts and labor
- advises and instructs subordinates on new or difficult work problems or on the use of materials and equipment, and on safe work practices
- designs and fabricates repair parts on work equipment
- does skilled machine work; welds, and paints equipment
- fabricates and repairs equipment and units on assignment
- Inspects completed work and tests equipment to assure that it is in fully serviceable condition. In the absence of the supervisor: prepares periodic reports; estimates costs of damage to equipment and dispatches employees on service calls and to haul in damaged equipment.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and techniques used in the repair and maintenance of general and heavy-duty automotive equipment.
- Operating principles of gasoline and diesel engines.
- Automotive malfunctions and testing to determine corrective work requirements; occupational hazards and safety precautions of the trade skills, techniques, materials, and practices related to fleet mechanical work including welding, machining painting.

Ability to:

- Ability to lead and train employees in a variety of fleet maintenance and repair work.
- Ability to lead and supervise work involving a number of employees
- Ability to instruct personnel, ability to schedule and maintain varied work and equipment records.

- Ability to deal courteously and tactfully with City employees of all departments.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is: Seven years of experience in the maintenance and repair of vehicles or heavy construction equipment including two years experience at a level equivalent to Fleet Mechanic I and two years of journey-level experience at a level equivalent to Fleet Mechanic II is required. Successful completion of appropriate trade school or technical course work in diesel or gasoline-powered mechanics may be substituted for up to one year of the general work experience.

Licenses, Certificates or Special Requirements:

Possession of a valid Class "C" California driver's license. A Class "A" California driver's license must be obtained within the six-month probationary period. Some positions may be required to possess a valid Class A smog license. May require certain State certifications or licenses as needed to perform duties. Must provide own tools as per established guidelines.

Physical Conditions or Special Working Conditions:

Must possess sufficient strength and stamina to lift and remove or install parts weighing up to 80 pounds. Must be willing to work outdoors in all weather conditions and to work in confined areas and from heights and with exposure to unpleasant and potentially hazardous conditions.

DISTINGUISHING CHARACTERISTICS:

This is a lead mechanic position which requires all the technical skills of the Fleet Mechanic I and II positions. In addition, the work of this class involves planning, assigning, and leading the work of a variety of employees engaged in light and heavy equipment maintenance, repair and overhaul. The work involves responsibility for diagnosing and determining the repair and maintenance requirement of a large and varied fleet of public safety, public works, or general-purpose vehicles. Positions participate in work involving advanced and difficult repairs, testing of equipment upon job completion, and in designing and fabricating parts and units, but emphasizes responsibility for the control of work rather than actual repairs. The work is performed with considerable technical independence under the direction of an administrative or technical superior and is reviewed through conference and through the quantity and quality of maintenance and repair work.

Physical Profile: II,2,3,4,6,8,12,13,14,15,16,17,18,19,20

GRADE: 250
FLEETMECHIII.SPC