



## Career Service Authority

Page 1 of 5

# Associate Heavy Equipment Mechanic

### **GENERAL STATEMENT OF CLASS DUTIES**

This class performs mechanical and minor overhauls, restricted by supervisor's assignment, on a wide variety of diesel, gasoline, electric, and alternate fuel powered equipment.

### **DISTINGUISHING CHARACTERISTICS**

This class performs mechanical and minor overhauls, restricted by the supervisor's assignment. It is distinguished from the Heavy Equipment Service Technician, which services and performs preventive maintenance and minor repair work on a variety of heavy, specialized and light equipment. It is distinguished from the Heavy Equipment Mechanic which Performs skilled mechanical work in the maintenance, repair, and major overhaul of a wide variety of diesel, gasoline, electric, and fuel powered equipment.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

***Level of Supervision Exercised:***

No supervisory responsibility.

**ESSENTIAL DUTIES**

Inspects, diagnoses, disassembles systems, cleans, removes, and replaces work or defective parts, reassembles, installs, and adjusts to specified performance standards.

Tunes gasoline, diesel, and alternative powered engines.

Performs minor overhauls and assists in a training capacity on major overhauls on automatic, standard, and hydrostatic transmissions and internal combustion engines.

Repairs electronic and electrical systems.

Repairs mechanical, hydraulic, and pneumatic systems.

Repairs power take-off units and performs welding repair and fabrication of parts.

Repairs cooling, heating, air conditioning, and exhaust systems.

Aligns front ends of equipment.

Repairs suspension and steering systems.

Conducts emission checks and prepares new units for service.

Responds to wrecker and service calls from field locations and performs preventive maintenance on equipment.

Observes all common safety standards.

Participates in snow removal duties as assigned.

Performs other related duties as assigned or requested.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Vehicle Maintenance** - Knowledge of motor vehicle engines, parts, and systems, including their designs, users, repair, and maintenance.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Eye-Hand Coordination** - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

**Vehicle Operation** - Knowledge of procedures for operating motor vehicles including cars and trucks.

**Mechanical** - Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information; and makes correct inferences or draws accurate conclusions.

**Technology Application** - Uses machines, tools or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Knowledge of internal combustion engine ignition, carburetion, fuel and electrical systems sufficient to be able to perform maintenance, repair and major overhaul of diesel, gasoline, electric, and alternate fuel systems.

Knowledge of mechanical, hydraulic, and pneumatic systems sufficient to be able to perform diagnosis, maintenance and repair

Knowledge of heating, cooling, air conditioning, and exhaust systems sufficient to be able to perform diagnosis, maintenance and repair.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in using tools, equipment, and mechanic shop equipment common to light and heavy equipment diagnosis, maintenance, and repair.

Skill in tuning a variety of models and types of engines.

Skill in diagnosing, maintaining and repairing electronic and electrical systems.

Skill in diagnosing, maintaining, and repairing mechanical hydraulic, and pneumatic systems.

Skill in diagnosing and repairing various types of transmissions and related components.

Skill in maintaining and repairing equipment and machinery.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

***Working Environment:***

Exposed to hazards from electro/mechanical/power equipment.

***Education Requirement:***

Graduation from high school or possession of GED Certificate

***Experience Requirement:***

Two years experience in the diagnosis, repair and maintenance of gasoline and diesel powered equipment.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement.

***Licensure and/or Certification:***

Some positions may require possession of a Class "A" Commercial Driver's License with Hazardous Materials endorsement.

Possession of an ASE Airbrake certification mandated by federal regulations by the end of probation. Some positions require an ASE Refrigerant Recovery and Recycling certification mandated by federal regulations by the end of probation.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 04/16/2005

***REVISED BY:*** Tyrone Abeyta

***CLASS HISTORY*** This class has been reviewed as a result of a maintenance study. The Licensure requirement of a Commercial Driver's License has been changed to some positions may require possession of a Class "A" Commercial Driver's License. The specification has been put into the new class specification format.