

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Mechanic (I/II)

**Class Code Number:** 7045/7035

**Position Designation:** Semi-Skilled/Skilled Labor

**Division:** Public Works

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### General Purpose of Position

The purpose of this position is to maintain City vehicles and equipment in top working condition through routine and complex mechanical operations. The Mechanic I position is an entry level/ training position which operates under the direct supervision of the Mechanic II. The Mechanic II is a journey level position responsible for the full range of duties in the class and reports directly to the Superintendent of Public Works. Supervision may be exercised over other entry level staff.

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### RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

### FORMAT

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**Result Statements:** (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

**A. The City=s infrastructure is maintained to the City=s standards.**

- Support is provided as directed.

**B. City facilities, parks, and the Village area are maintained to the City=s standards.**

- A schedule for routine maintenance is developed and maintained.
- The work of subordinate staff is inspected to ensure appropriate levels of quality.
- Time, material use, equipment use, and requisition records are maintained in an orderly and up to date manner.
- Estimates of fleet, equipment repair, and maintenance costs are developed and maintained in order to facilitate accurate budget projections.
- Proper safety procedures are followed at all times and continually reviewed and revised with management approval to provide the safest working environment possible.

**C. City vehicles and equipment are maintained to the City=s standards.**

- Diagnosis of maintenance and repair needs for City vehicles is performed in accordance with professional standards of automotive repair.
- Routine tune up procedures are performed on City vehicles as needed and according to a maintenance schedule.
- Accurate maintenance records are kept on City vehicles and equipment.
- City vehicles are maintained in top condition through performing routine and complex repairs to the ignition, fuel, transmission, brakes, suspension, steering, and cooling systems.
- Current knowledge is maintained of the following systems: ignition, fuel, transmission, brakes, suspension, steering, and cooling systems, through practice and attendance of appropriate training.

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### Qualifications

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**Education:** A high school diploma or equivalent is required. A trade school certificate or equivalent degree in automotive mechanics is preferred.

**Experience:** Mechanic I: Two years increasingly responsible experience performing vehicle and equipment repair is required.

Mechanic II: Four years increasingly responsible experience performing vehicle and equipment repair including two years supervisory experience is required.

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### **Knowledge, Skills, Abilities, and Personal Characteristics**

Demonstrated mechanical aptitude and knowledge of automotive engineering is required. Knowledge of heavy equipment maintenance and repair and computer diagnostic equipment is required.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

### **Physical Requirements**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. The employee must be physically able to bend, stoop, climb, and reach. This position requires the employee to operate hand tools, power tools, and motor vehicles.

### **Special Requirements**

The possession of a California Class A driver=s license or ability to obtain one within six months is required.

### **Tools**

Computer diagnostic equipment, standard and specialized mechanical tools, and machine shop equipment are frequently employed.

### **Work Environment**

This position requires both indoor and outdoor work. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise. This position requires work around toxic chemicals and hazardous machinery.