

**City of San José**  
**CLASS SPECIFICATION**

**Title: Apprentice Mechanic (3321)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Senior Mechanic	Non-exempt

**CLASS SUMMARY**

Under immediate supervision, performs work of routine difficulty in repairing mechanized equipment. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Apprentice Mechanics for the City of San Jose are regular City employees and are also participants in an established apprenticeship program approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, and administered by the City of San Jose Apprenticeship Advisory Committee. Both satisfactory grades and attendance in the off-duty courses of education established by the apprenticeship committee are required. The four (4) year program provides experience and education in the area of maintenance and repair of mechanized equipment. This is the first or entry-level classification in the Mechanic Series which is flexibly staffed with Mechanic I/II and incumbents may advance to Mechanic I after satisfactory completion of the apprenticeship program.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience in lubrication and servicing of automotive equipment which included the maintenance of parts and supply inventories, and the maintenance of service records. Continuous membership in good standing in the apprenticeship program as administered pursuant to the provisions of the City of San Jose Apprentice Advisory Committee is a condition to continuing employment as an Apprentice Mechanic with the City of San José.

**Acceptable Substitution**

None

**Required Licensing (such as driver's license, certifications, etc.)**

- Possess and maintain a Certificate of Registration as an Apprentice Mechanic with the Division of Apprenticeship Standards, State of California at time of appointment.
- Possess and maintain of a valid State of California driver's license.
- Possess and maintain a forklift operators certification within six (6) months of hire.
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program within six (6) months of hire.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

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- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, including but not limited to:
  - Knowledge of tools and equipment used in servicing and maintaining automotive equipment and motorcycles.
  - Knowledge of methods and materials used in cleaning automotive equipment.
  - Knowledge of work safety practices and procedures.
  - Experience with mechanic's tools and lubricating equipment.
  - Experience with recognizing conditions in automotive equipment which need repair, adjustment or replacement.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Simple mechanical repairs on both automotive equipment and motorcycles.

Ability to:

- Follow written manuals.
- Train other employees.
- Keep required records, and to schedule equipment for servicing.
- Demonstrate the effective use of the tools, materials and equipment of the mechanical trade.
- Demonstrate a high degree of mechanical aptitude.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	In a learning capacity, participates in cost effective and timely preventive maintenance, repairs, and modifications of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, fire apparatus, and other types of fleet assets.	Daily

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FREQUENCY*</b>
2.	In a learning capacity, participates in cost effective and timely preventive maintenance, troubleshooting and repair of drivability and emissions, computers, safety systems and complete overhauls of gasoline and diesel engines, manual and automatic transmissions, chassis and drivetrain systems, brake systems (air, hydraulic and electric), air conditioning and heating systems, cooling systems, frames, suspensions and steering systems, diesel and gasoline fuel systems, electrical, charging and lighting systems, hydraulic systems, pump systems, vacuum and spray systems.	Daily
3.	In a learning capacity, utilizes testing, diagnostic and shop equipment including but not limited to emissions, cooling, fuel, ignition, electrical, HVAC, brakes, engine, transmission, pump, and hydraulic testing; utilizes OEM and 3 <sup>rd</sup> party scan tools with various diagnostic software; utilizes brake lathe, tire machines, welders, diesel particulate filter machine, hydraulic hose fabrication equipment, vehicle lifts etc..	Daily
4.	In a learning capacity, operates all fleet assets serviced, maintained, and repaired by Fleet Management.	Daily
5.	In a learning capacity, participates in metal fabrication utilizing mig, tig, gas, and arc-welding functions for fleet asset repairs.	As Required
6.	In a learning capacity, participates in the modifications and upfitting to all types of fleet assets.	As Required
7.	In a learning capacity, participates in the performance of minor body work on vehicles.	As Required
8.	In a learning capacity, participates in field preventive maintenance, fueling, and repairs on all City-owned fleet assets.	As Required
9.	In a learning capacity, participates in the training of Equipment Mechanic Assistants in the repair and maintenance of mechanized equipment.	As Required
10.	In a learning capacity, participates in the maintenance of accurate and current work activity utilizing Fleet Management database and any other required record keeping systems; communicates and works effectively with team members and customers; schedule and assigns work and establishes priorities; coordinates and schedules commercial work at City and vendor locations; and participates in the performance of commercial receiving inspections.	As Required
11.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;

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- Communicate in person; in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Formerly Apprentice Equipment Mechanic I, Apprentice Equipment Mechanic; created 7/83, Rev. 8/83, 6/88, 2/95, 4/98, 02/19; 002*