
EQUIPMENT MECHANIC/OPERATOR

DEFINITION

Under general supervision, operates, transports, and maintains a variety of light to heavy equipment used in the construction, modification, maintenance, restoration, and repair of Authority land and facilities, including trail and open space construction and maintenance, resource management activities, and building and facilities maintenance; coordinates and/or performs mechanical maintenance and repair work related to Authority vehicles and equipment; responds to requests and inquiries from the public and provides visitor information as necessary; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Field Operations Manager. Exercises no direct supervision over staff. Provides technical and functional direction to assigned staff and/or volunteers.

CLASS CHARACTERISTICS

This is a single-position classification that performs the full range of equipment operation and mechanic duties required to ensure that Authority land and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public, and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the construction, maintenance, and repair of Authority land and facilities. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Open Space Technician classification by its specialization in activities related to the operation, maintenance, and repair of equipment and vehicles. This class is further distinguished from the Field Operations Manager in that the latter has management responsibility for the land management program, including maintenance, construction, and resource management activities and projects.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.

- Operates a variety of light to heavy equipment, including backhoes, loaders, dozers, trenchers, rollers/compactors, brush cutters, brush mowing tractors, excavators, dump trucks, trailers, water trucks, woodchipper, tractors, and a wide range of other vehicles, equipment, and tools in the construction and maintenance of trails, roads, staging areas, ditches, and related open space infrastructure and facilities.
- Develops a regular inspection/repair schedule of vehicles, equipment, and tools; provides and maintains safety records of repairs and maintenance performed; ensures adherence to state guidelines for inspection and maintenance of Class A and B vehicles; troubleshoots, maintains, and repairs problems and/or coordinates repairs with contractors as needed.
- Performs preventative maintenance on Authority vehicles such as tuning up engines, replacing and repairing faulty parts, and performing oil changes; performs complete safety inspections of vehicles and equipment, including Biennial Inspection of Terminals (BIT) and other California Highway Patrol

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(CHP) mandated safety inspections; ensures maintenance and repair records are complete and that all vehicles and equipment are in safe and operational condition.

- Develops, maintains, and provides safety training materials for field staff on heavy equipment and specialty vehicle operation such as trailering, All Terrain Vehicles (ATV), and 4x4 vehicles.
- Participates in coordinating construction and maintenance projects, including evaluating project site for potential hazards; identifies equipment needed for assigned projects and ensures availability of equipment and materials; calculates measurements, reads and interprets technical specifications and plans, and recommends and implements changes as needed; picks up and delivers equipment from construction projects; and determines precautions necessary for safe operations.
- Performs facilities and structure construction and maintenance, including carpentry, painting, electrical, welding, fabricating, and plumbing tasks; inspects assigned Authority properties and facilities for construction and maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Provides technical information for equipment and vehicle bid specifications and purchases; identifies and secures necessary equipment rentals for projects; maintains inventory of supplies for equipment such as hydraulic oil, grease, and other high wear items.
- Performs trail and road maintenance and construction duties, including trail brushing, clearing downed trees, erosion control, and tread restoration; maintains and constructs drainage systems, trail bridges, culverts, fences, and gates.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Oversees volunteers, California Conservation Corps, seasonal workers, and/or other groups on assigned projects; inspects work to ensure quality control, proper use of equipment, and safety of participants; provides feedback on performance of assigned groups.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Provides support for controlled burns and various emergency services, such as wildland fire suppression, search and rescue, and medical response; controls traffic and monitors affected areas to ensure the safety of the public and staff; provides First Aid and CPR as needed.
- Receives and acts upon complaints, referrals, and concerns from the public; responds to and performs work in emergency situations as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operation, work methods, and limitations of medium to heavy construction equipment used in the maintenance and construction of Authority land and facilities.
- Principles, practices, methods, and materials used in servicing, repairing, and maintaining vehicles, equipment, and tools.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Maintenance principles, practices, tools, and equipment for maintaining and repairing open spaces, parks, and related facilities.
- Principles and practices of volunteer supervision, including work planning, assignment, and the training of volunteers in work procedures.
- Basic methods and techniques of emergency response, Cardiopulmonary Resuscitation (CPR), and search and rescue.
- Wildland firefighting, fire behavior, fire weather, and firefighting techniques.

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- Local flora, fauna, cultural, and geological resources and methods and techniques of wildland resource protection and restoration and Authority lands and boundaries.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Safe driving and towing rules and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, to effectively perform the work
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate specialized construction and maintenance medium to heavy vehicles and equipment.
- Troubleshoot and determine appropriate action in the maintenance and repair of vehicles and a variety of maintenance and construction equipment and tools.
- Perform welding and skilled mechanical maintenance, repair, and installation work.
- Perform a variety of construction, modification, maintenance, and repair work with accuracy, speed, and minimal supervision.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Train volunteers in proper and safe work procedures and apply safe work techniques in a variety of situations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Perform various emergency medical aid, fire suppression, search and rescue, and other emergency response and prevention activities.
- Handle medical emergencies and injuries in a calm and effective manner, including providing first aid and CPR.
- Maintain accurate logs, records, and basic written reports of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.

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- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in heavy equipment repair and operation and three (3) years of experience operating and transporting heavy equipment and maintaining and repairing vehicles, tools, and power equipment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.
- Possession of, or ability to obtain, Standard First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.
- Possession of, or ability to obtain, 4 Wheel Drive and ATV Safety Certification.
- Depending on assignment, possession of, or ability to obtain, Qualified Applicator Certificate (QAC) issued by the California Department of Pesticide Regulation.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Authority sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. May involve exposure to wild, and/or dangerous animals. Employees may interact with staff and/or public and private representatives on sensitive matters and in interpreting and enforcing Authority policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays. Must wear prescribed Authority uniform and adhere to strict safety procedures and work habits. Depending on the exposure, employee is required to wear head, hearing, eye, foot, face, hand, and full protection equipment.

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