



MECHANIC ASSISTANT OR FLEET MECHANIC I - HEAVY EQUIPMENT

Recruitment Timeline

First review of applications:

Friday, March 31, 2023
5:00 p.m.

This recruitment will remain open until filled. Interested applicants are encouraged to apply as soon as possible.

Interviews:

Date to be determined

Compensation & Benefits

Annual Salary Range:

Mechanic Assistant:
\$66,114 - \$80,351

Fleet Mechanic I:
\$83,421 - \$101,389

A summary of benefits can be viewed online:
[Benefits Summary](#)

This position is represented by the
Operating Engineers Local Union No. 3
(OE3) Bargaining Unit.

[Apply Here!](#)



The City of Fremont's Public Works Department has an exciting opportunity to join a dynamic team!

The Positions

The Mechanic Assistant and Fleet Mechanic I - Heavy Equipment play a key role in supporting the Public Works Fleet Maintenance section by ensuring the reliable performance and maximizing the life cycles of the City's 570 vehicles and equipment, including over 300 vehicles for Police and Fire Services.

Ideal Candidate

Mechanic Assistant:

- **Ability to:** perform routine preventive maintenance services and safety inspections on all City diesel, gasoline, hybrid, electric, CNG, and other alternatively fueled automotive vehicles, equipment, and generators; drain and dispense fuel, oil, water, coolant, and other vehicle fluids and replace/repair lubricant fittings, clamps, belts, light bulbs, and other electrical components; inflate, inspect, repair, change, and balance automotive and equipment tires and operate associated equipment.
- **Skill in:** operating a tow truck, forklift, hoists, high pressure washers, electronic diagnostic equipment, smog tester, and other equipment associated with maintenance; inspecting, maintaining, and replacing vehicle batteries (gasoline and diesel powered) and perform service on diesel and gas generators.

Fleet Mechanic I - Heavy Equipment:

- **Ability to:** perform preventative maintenance, repair and overhaul of gasoline, diesel, alternative fuel, hybrid and electric, heavy duty vehicles and equipment that includes but not limited to fire engines and pump systems, fire trucks including large trailer aerial ladder trucks, gang mowers, aerial work platforms, and construction equipment such as loaders, graders, dump trucks, back hoes, asphalt trucks, trailers, rollers, street sweepers, air compressors, off road equipment, and motorcycles; remove, repair and/or replace vehicle or equipment including major engine mechanical components; electrical, electronic, cooling, air conditioning, emission, hydraulic, and brake systems; internal combustion gasoline, diesel, compressed natural gas, and alternative fuel engines; hybrid powertrains, automatic and standard transmissions, clutches, drivelines, differentials, and miscellaneous internal and external vehicle parts; repair, rotate, and balance tires and handle/dispose of hazardous materials and read/follow Material Safety Data Sheets.
- **Skill in:** using electronic engine analyzer and other diagnostic equipment to diagnose and troubleshoot problems in all systems; gas and electric welding, and metal fabrication.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources

Examples of Job Duties

Mechanic Assistant:

- Performs routine preventive maintenance services and safety inspections on all City vehicles and equipment.
- Performs work in the field, Police Department shop, and/or the Fleet Service Center.
- Drains and dispenses fuel, oil, water, coolant, and other vehicle fluids as required.
- Inflates, inspects, repairs and changes automotive and equipment tires.
- Balances tires.
- Cleans, washes, waxes and details vehicles.
- Replaces and/or repairs lubricant fittings, clamps, belts, light bulbs, fuses and other electrical components.
- Inspects, maintains and replaces automotive vehicles gasoline and diesel-powered equipment batteries.
- Performs minor/semi-skilled repairs on vehicles and equipment which are easily accessible with minimal removal of other mechanical components to access them to include but not limited to: replacing radiators; coolant hoses; water pumps, wheel bearings; alternators; starters; shocks; motor mounts; brake shoes/pads and machine brake drums/rotors.
- Uses equipment such as auto and truck tire changers; tire balancers; hoists; high pressure washer; electronic diagnostic equipment for initial inspection and diagnosis; smog tester; computers; electronic battery analyzer; and other equipment associated with maintenance and repair of City vehicles and equipment.
- Diagnoses minor electrical and mechanical problems and refer major problems to the Fleet Mechanic II.
- Checks vehicle trouble codes for minor repairs.
- Reports vehicle accident damage.
- Repairs/replaces steering components
- Adjusts and replaces minor body parts and accessories such as door latches and hinges, mirrors, and lenses which do not require the skills of a journey mechanic.
- Operates tow truck and forklift.
- Services diesel and gas generators at all City facilities.
- Maintains the shop in a clean and orderly condition.
- Cleans up fluid spills.
- May receive and sign for deliveries of tires, materials and parts.
- Maintains related shop, maintenance and inventory records.
- Installs police car transmitters/receivers and computers.
- Performs smog inspections.

Fleet Mechanic I - Heavy Equipment:

- Completes service orders on assigned vehicles and equipment by performing preventative maintenance, repair and overhaul of gasoline, diesel, alternative fuel, hybrid and electric, heavy duty vehicles and equipment that includes but not limited to fire engines and pump systems, fire trucks including large trailer aerial ladder trucks, gang mowers, aerial work platforms, and construction equipment such as loaders, graders, dump trucks, back hoes, asphalt trucks, trailers, rollers, street sweepers, air compressors, off road equipment, and motorcycles.
- Uses electronic engine analyzer and other diagnostic equipment to diagnose and troubleshoot problems in all systems. Removes, repairs and/or replaces vehicle or equipment including major engine mechanical components, electrical systems, electronic systems, cooling systems, air conditioning systems, emission systems, hydraulic systems, brake systems, internal combustion gasoline, diesel, compressed natural gas, and alternative fuel engines, hybrid powertrains, automatic and standard transmissions, clutches, drivelines, differentials, and miscellaneous internal and external vehicle parts.
- Conducts diesel opacity checks for compliance with applicable laws.
- Responds to requests for emergency road service.
- Makes emergency repairs in the field.
- Performs gas and electric welding, and metal fabrication.
- Test drives heavy vehicles and equipment.
- Repairs, rotates, and balances tires.
- Ensures proper handling and disposing of hazardous materials and read and follow Material Safety Data Sheets.
- Cleans work areas and related shop facilities.

Complete job information can be viewed in the class specifications, which can be viewed online as follows:

[Mechanic Assistant](#)
[Fleet Mechanic I - Heavy Equipment](#)



Minimum Qualifications

The successful candidate will have any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactorily perform the essential duties of the job. A typical way to obtain the required knowledge and skills would be:

Mechanic Assistant:

Education/Experience:

completion of high school or equivalent and six months of paid experience servicing vehicles or motorized equipment.

Licenses/Certifications:

Possession of a valid Class C California Driver's License is required at time of appointment, and possession of a Class B California Driver's License is required within 6 months of appointment.

Fleet Mechanic I - Heavy Equipment:

Education/Experience:

Graduation from high school and/or trade school or equivalent and two years progressively responsible journey level experience in the maintenance, repair, and overhaul of heavy duty vehicles and construction equipment.

Licenses/Certifications:

Possession of a valid Class C California Driver's License is required. Possession of or ability to obtain a valid Class B California Driver's License as a condition of successful completion of the probationary period.

License requirements are subject to changes in State and Federal law, and the City of Fremont must comply with mandated changes at all times.

Application Process

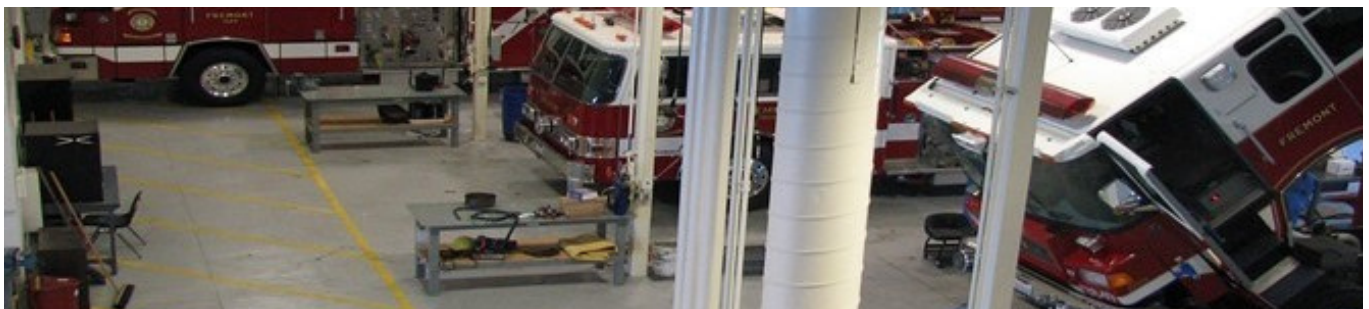
How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at:
<https://www.governmentjobs.com/careers/fremontca>

Selection Process

The process may include individual and/or panel interviews, professional reference checks, fingerprint check for criminal history, pre-employment medical exam and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.



SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Mechanic Assistant or Fleet Mechanic I - Heavy Equipment position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.

- Yes
- No

2. Please indicate which position(s) you are applying for:

- Mechanic Assistant
- Fleet Mechanic I -Heavy Equipment
- Both

3. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- Associate's degree
- Bachelor's degree

4. If you selected a Bachelor's Degree or higher in response to the previous question, in which field did you receive your degree(s)?

5. How many years of professional experience do you have associated with performing preventative maintenance services and safety inspections on automotive vehicles and equipment?

- 0-2 years
- 2-5 years
- 5-10 years
- 10 years or more

6. Do you currently possess any Automotive Service Excellence (ASE) certifications? If yes, please list certifications below:

SUPPLEMENTAL QUESTIONNAIRE (Continued)

7. Do you currently possess an Emergency Vehicle (E.V.T) Certification?

- Yes
- No

8. Do you currently possess a valid California Class C Driver's License?

- Yes
- No

9. Do you possess a currently valid Class B California Driver's License?

- Yes
- No

10. How many years of repair welding and/or fabricating do you have?

- 0-2 years
- 2-5 years
- 5-10 years
- 10 years or more

11. How many years of professional experience do you have associated with computer scan tools for engines, transmissions, and hydraulic systems?

- 0-2 years
- 2-5 years
- 5-10 years
- 10 years or more

12. How many years of professional experience do you have associated with maintenance, repair, and overhaul of heavy duty vehicles and construction equipment?

- 0-2 years
- 2-5 years
- 5-10 years
- 10 years or more