



Midpeninsula Regional Open Space District

EQUIPMENT MECHANIC/OPERATOR

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the construction and re-construction of trails, roads, and other complex projects requiring light and heavy equipment operation; operates, transports, and maintains a variety of light to heavy equipment used in the construction, modification, maintenance, restoration, and repair of District land and facilities, including trail construction and maintenance, resource management tasks, and building and field maintenance; coordinates and/or performs mechanical maintenance and repair work related to District vehicles and equipment; sets priorities and directs the work of assigned staff on a project or day-to-day basis; 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 a Maintenance, Construction, and Resource Supervisor. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is a single-position journey-level classification that performs the most complex duties required, utilizing a full range of equipment operation and mechanic duties required to ensure that District 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 assigned areas and facilities. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from other operations classifications by its specialization in activities related to the operation of heavy equipment and maintenance and repair of District vehicles and equipment. This class is further distinguished from the Maintenance, Construction, and Resource Supervisor in that the latter is a full supervisory-level class and has responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in open space maintenance and construction operations.

EXAMPLES OF ESSENTIAL 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 essential functions of the job.

- Provides technical, functional supervision and leadership to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; provides feedback on employee evaluations; participates in performing complex and specialized construction, maintenance, restoration, and resource management work to ensure safe and efficient access for the public and staff.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Maintenance, Construction, and Resource Supervisor; communicates status of projects to appropriate personnel, working cooperatively to schedule projects in accordance with established and special operational priorities; instructs staff in work procedures.

- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned District properties and facilities for construction and maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Inspects and evaluates work in progress and upon completion to assure that projects are performed in accordance with District standards and specifications.
- Coordinates construction and maintenance projects, including evaluating project site, ensuring availability of equipment and materials, calculating measurements, reading and interpreting technical specifications and plans, and recommending and implementing changes as needed.
- 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, wood chipper, tractors, and a wide range of other vehicles, equipment, and tools in the construction and maintenance of trails, roads, parking lots, ditches, and related open space preserve structures, systems, and facilities.
- Performs trail construction and layout, including flagging appropriate cross country route, overseeing trail brushing and clearing, and designing in proper drainage structures by installing reverse grades and creating cross slopes; makes and directs trail construction and layout changes in the field as required; consults with planning department and/or supervisor for major changes as needed.
- Identifies equipment needed for assigned projects; picks up and delivers equipment from construction projects; inspects job sites for potential hazards; determines precautions necessary for safe operations.
- Inspects, diagnoses, and locates mechanical difficulties on District vehicles, trucks, and a variety of diesel, gasoline, and electric powered maintenance and construction equipment; troubleshoots, maintains, and repairs problems and/or coordinates repairs with contractors as needed.
- Develops a regular inspection/repair schedule of vehicles, equipment, and tools; maintains records of repairs and maintenance performed; ensures adherence to State guidelines for inspection and maintenance of Class A and B vehicles.
- Performs preventative maintenance on District vehicles such as tuning up engines, replacing and repairing faulty parts, and performing oil changes; repairs and maintains pump and fire suppression equipment on trucks; maintains maintenance and repair records.
- Performs complete safety inspections of vehicles and equipment, including Biennial Inspection of Terminals (BIT) and other California Highway Patrol (CHP) mandated safety inspections; ensures records are complete and that all vehicles and equipment are in safe and operational condition.
- Provides technical information for equipment and vehicle bid specifications and purchases.
- 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.
- Performs resource management tasks, including identifying and removing non-native invasive plants, pest control, identifying habitat concerns, and participating in data collection projects as assigned; provides information to resource management staff as needed.
- Performs facilities and structure construction and maintenance, including carpentry, painting, electrical, and plumbing tasks.
- Provides support for controlled burns and various emergency services, such as wild land fire suppression, by driving water trucks to fire zones, and participating in search and rescue.
- 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.
- 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:

- Basic principles of supervision and training.
- Operation, work methods, and limitations of medium to heavy construction equipment used in the maintenance and construction of District land and facilities.
- Principles, practices, methods, and materials used in servicing, repairing, and maintaining vehicles, equipment, and tools.
- Principles and practices of trail layout and construction, including trail design and drainage structure design and installation.
- 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 resource management, including weed management and habitat restoration.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration and District 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.
- Modern office practices, methods, computer equipment, and basic computer applications.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices.
- Traffic control procedures and traffic sign regulations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of open space maintenance and repair personnel on assigned projects.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in construction, maintenance, resource management, and related projects in the assigned functional area(s).
- Layout and construct trail using the accepted District practices to minimize maintenance and erosion damage of the resource.
- Operate specialized construction and maintenance medium to heavy vehicles and equipment.
- Troubleshoot and determine appropriate action in the maintenance and repair of trucks and a variety of maintenance and construction equipment and tools.
- Perform skilled welding and 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.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light equipment required for the work; perform routine equipment maintenance.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Maintain accurate logs, records, and basic written reports of work performed.
- Give, as well as, understand and follow oral and written instructions.

- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- 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:

High School Diploma or G.E.D. 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 Class A Driver's License with appropriate endorsements within six (6) months of hire.
- Possession of, or ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment.
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification.

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 District 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, carry, push, and pull materials and objects weighing up to 60 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, confining workspace, 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 upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays. Must wear prescribed District 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.

EFFECTIVE: December 2011
REVISED: March 2017
FLSA: Non-Exempt