

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EQUIPMENT SERVICE WRITER

DEFINITION:

Under direction, to diagnose malfunctions in automotive, construction, and industrial equipment; to make mechanical repairs to such equipment; and to perform related work.

* EXAMPLES OF DUTIES:

- Inspects, checks, and test varied automotive, construction, and industrial equipment initiated by driver or operator reports of malfunctions;
- Questions drivers and operators to determine details of mechanical problems;
- Diagnoses mechanical defects and prepares service order requests;
- Assigns standard times to work orders for completion of repair jobs from predetermined criteria;
- Recommends time guidelines for specialized equipment;
- Locates automotive parts from private suppliers;
- Performs all types of mechanical repairs on automotive, construction, and industrial equipment at the level of a skilled Equipment Mechanic.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited four-year Equipment Mechanic Apprenticeship Program, **AND** one year of journey-level equipment mechanic experience which must include the maintenance, diagnosis, repair, and overhaul of gas or diesel engines, hydraulic or air brake systems, electrical systems, and manual or automatic transmission systems; **OR** five years of journey-level equipment mechanic experience as described above; **OR** one year of experience as an Equipment Mechanic with the City of San Diego. Possession of a valid California Class B Driver's License, and a current Department of Motor Vehicles Medical Certificate dated within the last two years. Possession of a valid Commercial Driver's License with Hazardous Materials, Tanks, Airbrakes and Inspection and Maintenance endorsements may be required for some positions.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.