



# EQUIPMENT TECHNICIAN



The City of Novato is seeking an Equipment Technician to perform a variety of semi-skilled work in the area of vehicle and equipment maintenance in the Public Works Department. The incumbent will operate a variety of street maintenance vehicles and perform minor and major equipment servicing for the City. This is an excellent opportunity to work for an organization who values teamwork and supports employees to grow and develop professionally.

**FINAL FILING DEADLINE:**  
August 29, 2017 @ 5:00 p.m.

To apply for this position, please visit  
[www.governmentjobs.com](http://www.governmentjobs.com)  
Or  
[www.novatojobs.org](http://www.novatojobs.org)

**COMPENSATION**  
\$4,967 - \$6,037 per month  
3.0% general wage increase  
scheduled for 7/1/18.

Placement in the salary and classification range is dependent upon qualifications & experience.

**BENEFITS**  
Monthly contribution towards benefits up to \$1,775 per month based on enrollment level.

**KNOWLEDGE OF**

- Tools, equipment and procedures used in the maintenance and repair of machinery and equipment.
- Operational characteristics of on board computer diagnostic systems on automobiles, trucks, and other related equipment.
- Safe work practices and procedures related to area of assignment.

**ABILITY TO**

- Perform semi-skilled construction and repair work including troubleshooting of equipment for both major and minor repair work in area of assignment.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Use a variety of tools and equipment with skill.
- Maintain a variety of shop and repair records.

**MINIMUM QUALIFICATIONS**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Experience:

Two years of experience performing mechanical repair work in the area of equipment and vehicle maintenance and repair.

Education and License:

Equivalent to completion of the twelfth grade. Possession of a valid California driver's license. Possession of a Class A driver's license is desirable.

**PUBLIC WORKS DEPARTMENT**

The Public Works Department is comprised of 56 employees spread across two divisions - Engineering and Maintenance. The Maintenance Division is responsible for the long-term care of all city-owned land and public buildings, as well as regular maintenance and repair of streets, storm drains, pumping facilities, parks, median islands, roadside landscaping, street trees, vehicles, and equipment. In addition to citywide maintenance, this division provides services to the Hamilton Community Facilities District for the Hamilton levee, two pump stations, and roadside landscaping on the main thoroughfares in the former Hamilton Air Field and Rafael Village areas. Emergency response, operations, and cleanup is another key role for the division. The Maintenance Division is managed by the Maintenance Superintendent and consists of six sections: Streets Maintenance, Traffic Operations, Street Trees and Parkway Maintenance, Parks and Athletic Field Maintenance, Building Maintenance, and Equipment Maintenance.

To view the job description in its entirety, please go to [www.novatojobs.org](http://www.novatojobs.org)

**ESSENTIAL AND IMPORTANT DUTIES:**

- Inspect, diagnose and locate mechanical difficulties on City automobiles, trucks and a variety of diesel and gasoline powered maintenance and construction equipment; perform lube, oil and filter changes; inspect and repair brakes, lights, and fluids.
- Determine extent of necessary repairs.
- Assist in overhauling, repairing and adjusting engines, transmissions, differentials and clutches.
- Tune up engines, replace ignition parts and clean and adjust carburetors; install air conditions and electrical systems; diagnose and repair fuel injection systems.
- Replace or repair faulty parts including wheel bearings, clutches or oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment; repair hydraulic brake systems including computer diagnostics.
- Prepare and replace such components as generators, distributors, relays, lights and switches.
- Maintain and repair a variety of small equipment including mowers, edgers, weed eaters and related equipment; sharpen rotary mower blades.
- Assist in preparing cost estimates for repair.
- Perform preventative maintenance tasks on vehicles, equipment, machinery and facilities.
- Perform electric and acetylene welding in the fabricating and repair of equipment, structures, tools and other related parts; design, lay out and fabricate equipment parts; rebuild broken equipment and parts as necessary.
- Participate in the installation of radio units for Police and Sheriff vehicles; oversee and participate in the conversion of vehicles to Police specifications and requirements.
- Maintain work, time and materials records.
- Participate in the performance of emergency mechanical duties as necessary.

**EMPLOYEE INFORMATION AND BENEFITS:**

**Employment Process:** Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

**Immigration and Reform Act:** In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

**Benefits:** The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility. The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, and disability insurance. The dental program is mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

**Leaves:** The City offers 13 paid holidays; 10 days vacation at the first year of service (graduates to 21 days for 20 years service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

**The City of Novato is an Equal Opportunity Employer.**

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.**

**Please advise the Human Resources Division of such special needs at the time of application.**