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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Job Description - Mechanic  
**POLICY NUMBER:** 6060

### 6060.1 Nature of Work

**6060.1.1** Under the direction of the District Manager and direct supervision of the Assistant Manager, to perform vehicle and equipment maintenance, design, and fabricate spray equipment, traps and other related equipment, District facilities maintenance, and to perform related work as required.

### 6060.2 Illustrative Tasks

**6060.2.1** Repairs and maintains automotive equipment, chemical application equipment, surveillance equipment, all-terrain vehicles, facilities, and small tools.

**6060.2.2** Investigates problems with vehicles and equipment as reported by District personnel and determines whether the problem is mechanical or human error.

**6060.2.3** In collaboration with the Assistant Manager, designs and fabricates equipment for office, laboratory, and field use.

**6060.2.4** Keeps all reports on scheduled and unscheduled vehicle maintenance log. Keep up to date maintenance records of work done to facilities and equipment.

**6060.2.5** Properly disposes of or properly stores in marked containers, all hazardous materials, waste chemicals, and engine lubricants/fluids.

**6060.2.6** Assists in training District personnel on proper operation, safety precautions, and care of vehicles and other specialized equipment; brings safety related issues to the attention of the District Manager, Assistant Manager, Regional Supervisor, or any member of the District's Safety Committee and recommends corrective actions.

**6060.2.7** Attends assigned training sessions, reads District manuals and keeps informed on policies and procedures; reads technical literature related to automotive repair and maintenance and mosquito control tools and equipment.

**6060.2.8** Performs oxyacetylene and electrical welding and fabrication.

**6060.2.9** Performs maintenance, janitorial, and repairs of District facilities and grounds.

**6020.2.10** Assists any District Pilot with repairs, maintenance, and improvements as requested or as needed. Assists with Air Operations load preparations, loading of aircraft, and any pre and/or post flight procedure(s).

**6060.2.11** Performs related work and other assigned tasks/assignments as directed by management.

### **6060.3 Secondary Illustrative Tasks**

**6060.3.1** Due to work volume, financial and staffing constraints, and other unknown and/or unanticipated conditions, at times, this position may be assigned other tasks, including field surveillance and control operations; clerical and/or office operations; mechanical and maintenance operations; public education and outreach operations; and other operations as needed, requested, and/or required.

### **6060.4 Knowledge, Abilities, and Skills**

**6060.4.1** Knowledge of the duties and responsibilities of the Butte County Mosquito and Vector Control District.

**6060.4.2** Knowledge of domestic and foreign vehicles which includes but not limited to; maintenance and repair of engine, fuel system, electrical systems, brakes, automatic and manual transmission, air conditioning, and body work.

**6060.4.3** Knowledge of chemical application equipment.

**6060.4.4** Knowledge of small engines, blowers, pumping systems, spray equipment, and other related items.

**6060.4.5** Knowledge of the proper techniques in towing, securing, transporting, and winching vehicles, ATVs, and other equipment.

**6060.4.6** Knowledge of the proper use and safety of hand and power tools.

**6060.4.7** Knowledge of chemical application equipment calibration techniques.

**6060.4.8** Knowledge of pesticide safety and handling.

**6060.4.9** Knowledge of safe driving practices and the ability to drive and/or operate vehicles, ATVs, UTVs, forklifts, tractors, large trucks, and others.

**6060.4.10** Knowledge of federal, state, and local laws and regulations pertaining to driving, vector control, and disposal/storage of hazardous material.

### **6060.5 Working Conditions**

**6060.5.1** The Mechanic may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather conditions, and verbal confrontations from the public. The Mechanic must be willing to occasionally work non-standard work schedules including evenings, weekends, and holidays.

### **6060.6 General Requirements**

**6060.6.1** It is preferred, the Mechanic will have graduated from accredited college and/or trade school with a degree/diploma/certificate or will possess all of the following Automotive Service Excellence (ASE) Certificates: Engine Repair, Automotive Transmission, Manual Transmission, Suspension and Steering, Electrical/Electronic Systems, Heating/Air Conditioning, and Engine Performance and must be maintained throughout employment plus. At a minimum, 3-years of automotive mechanic experience is required.

**6060.6.2** Must possess experience and competency in problem diagnosis and repair of vehicles and equipment including but not limited to, motor vehicles, ATV's, chain saws, aerosol foggers, weed eaters, back cans, power sprayers, other spray/application equipment, vector surveillance traps, etc...

**6060.6.3** Possess or qualify for and immediately obtain and retain during the course of employment a valid California Driver's license, and have and maintain a safe driving record as required by the District's insurance carrier.

**6060.6.4** Have the ability to meet any requirement, experience, and/or education necessary to obtain any licenses or certifications required by law or regulation or needed to perform the essential functions of the job, and to retain such license or certification during the course of employment.

**6060.6.5** Be able to provide clear verbal communication and be able to hear, read, understand and speak English.

**6060.6.6** Is expected to exercise initiative in conducting routine inspections and preventative maintenance of all District vehicles, facilities, and equipment.

**6060.6.7** Be able to read and comprehend written instructions, including detailed technical instructions for repair, calibration, and operation of mechanical and electrical equipment, all spray equipment and safe handling instructions on pesticide labels.

**6060.6.8** Must have a demonstrated minimum competency at arc and gas welding and brazing. Be able to do minor fabrication, repair minor facility plumbing and electrical problems and perform other repairs as needed.

**6060.6.9** Must be able to safely operate District forklifts, vehicle hoists, power equipment, winches and vehicles, including being able to safely tow trailers.

**6060.6.10** Be able to work safely with power and hand tools and is required, at all times, to wear any protective clothing and gear necessary for safe handling of those tools.

**6060.6.11** Be willing to learn new and different skills and abilities as required by the District. The Mechanic may be assigned other tasks, as required by changing District programs and needs, and must be willing to take on new challenges as necessary.

**6060.6.12** Must maintain a safe and clean work environment in the shop.

**6060.6.13** Not obtain outside employment, if in the District Manager's judgment it will conflict with the District program, or reduce the Mechanic's ability to satisfactorily perform required duties.

## **6060.7 Physical Requirements**

**6060.7.1** Employees are responsible for maintaining their physical condition in a state that will allow them to be able to perform the duties of their position and to be in a physical condition that does not increase the danger or likelihood of injury on the job.

**6060.7.2 Body Movements:** Must have full mobility and use of both arms. Must have the ability for full extension above the head to lift or remove parts and equipment during normal daily activity. Must have full range of motion for activities that may include use of hands, legs, and feet. Must have the ability and range of flexibility to reach over the head, reach below the knees, and to bend over or squat down.

**6060.7.3 Constant:** Activity or condition existing 2/3 or more of the time. Must be able to provide the physical effort required to perform the essential functions of the job which includes having mental alertness to be able to diagnose mechanical problems and the physical ability to make repairs. Have mobility of arms to reach and legs to walk and dexterity of hands and fingers to grasp and manipulate small objects. Must be able to work in weather ranging from below freezing to above 100° Fahrenheit while wearing the appropriate personal protection equipment for eye protection, hearing protection and respirator if required.

**6060.7.4 Frequently:** Activity or condition existing 1/3 to 2/3rds of the time. Lifting and moving parts, equipment and other objects weighing up to 50lbs. Standing for extended periods of time while performing vehicle and equipment repairs, performing other shop duties and other assigned tasks.

**6060.7.5 Occasionally:** Activity or condition existing up to 1/3 of the time. Climb ladders, repair minor plumbing and electrical problems, extricate bogged or broken down vehicles which can involve digging, kneeling and crawling.

**6060.7.6 Vision:** The position requires adequate vision (which may be corrected) to read, write, drive and safely perform the essential functions of the job under the conditions listed above.

### **6060.8 Post Offer Requirements**

**6060.8.1** Qualifying person must pass a post-offer physical examination for his or her ability to perform the essential functions of the job and a drug screen at District expense.

### **6060.9 Other Information**

**6060.9.1** Anyone employed as Mechanic at the time these amendments are adopted shall be considered to have met the education/experience requirements for this position.

**6060.9.2** The District Manager and the Board of Trustees reserves the right to change or amend this job description at their pleasure.

Adopted September 2012