

JOB DESCRIPTION



LEAD EQUIPMENT MECHANIC

DEFINITION

Under general supervision of the Public Works Supervisor, to make minor and major mechanical repairs to gasoline and diesel driven automotive and heavy construction equipment and other related equipment; to schedule, assign and oversee work of all garage personnel; and to perform related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to or all encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Oversee the daily operations of the Garage facility. (E-M)
- Schedule, assign and oversee the work of all garage personnel. (E-M)
- Inspect, diagnose, and locate mechanical and electronic difficulties on City automobiles, trucks, and a variety of maintenance and construction equipment. (E-M)
- Determine extent of necessary repairs. (E)
- Repair and make adjustments to engines, transmissions, differentials, and clutches. (E-M)
- Tune up engines, replacing ignition parts and cleaning and/or adjusting carburetors and fuel injection systems. (E-M)
- Replace or repair faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment. (E-M)
- Prepare and replace such components as alternators, magnetos, distributors, relays, lights, switches, and related electronic components. (E-M)
- Overhaul, repair, and adjust hydraulic pumps, valves, and related components. (E)
- Fabricate and modify parts.
- Perform electric and acetylene welding and cutting. (E)
- Assist in the supervision, training and evaluation of all garage personnel to ensure that work is completed in accordance with accepted standards and safe work practices. (E-M)
- Maintain Shop stock, supplies and other materials, as needed. (E)
- Maintain work, time, and materials records. (E)
- Prepare reports and estimates upon request.
- Participate in budget preparation and administration.
- Assist in the preparation of equipment specifications. (E)
- Requisition maintenance tools, parts, and equipment as required. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and performance evaluations.
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and related power-driven equipment.
- Operating principles of gasoline and diesel engines and of mechanical repair of vehicles and equipment.
- Tools and equipment used by a municipal government.
- Safe work practices and occupational hazards related to this work.

- Record keeping and reporting procedures.

Ability to:

- Supervise, train and evaluate other personnel.
- Inspect automotive and related power-driven equipment to locate difficulties and estimate cost and time of repairs.
- Perform minor and major mechanical repair on City-owned mechanical equipment.
- Use a variety of tools and equipment with skill, including computerized diagnostic equipment.
- Maintain a variety of shop and repair records.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Read, comprehend, and be able to work from parts and repair manuals.
- Successfully pass training courses and obtain licenses or certificates pertaining to the automotive repair industry that are mandated by law.
- Perform heavy manual labor and lift up to 50 pounds.
- Work in confined areas and underneath vehicles.
- Perform the physical duties associated with vehicle mechanical work which requires manual dexterity.

Experience:

Five years of journey level experience in the repair of automotive and light and heavy power-driven equipment. Supervisory experience preferred.

Education:

Equivalent to graduation from high school.

Necessary Special Requirement:

- Must have a valid Class B California Driver's License. (This position is subject to the United States Department of Transportation and Federal Highway Administration regulations relating to controlled substance and alcohol use and testing.)
- Employee to furnish small tools and lockable cabinet or box. City will replace worn, broken, or lost tools on an annual basis. Specialty and heavy equipment tools will be furnished by the City.

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