



JOB DESCRIPTION

LEAD EQUIPMENT MECHANIC

DEFINITION

Under the supervision of the Fleet and Plant Maintenance 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 other 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)**

- Assist in the oversight of the daily operations of the Fleet Maintenance facility. (E-M)
- Schedule, assign, and oversee work of other personnel. (E-M)
- Responsible for maintaining Shop stock, supplies, and other materials as needed. Maintain all records associated with these materials.
- Inspect, diagnose, and locate mechanical and electronic difficulties on City automobiles, trucks, and a variety of maintenance and construction equipment. (E-M)
- Schedule and perform daily tasks without direct supervision. (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)
- Overhaul, repair, and adjust hydraulic pumps, valves, and related components. (E)
- Fabricate and modify parts.
- Perform electric and acetylene welding and cutting. (E)
- Maintain work, time, and materials records. (E)
- Prepare reports and estimates upon request.
- Assist in the supervision/training of other personnel and ensure that work is completed in accordance with accepted standards in a timely manner and with safe work practices. (E-M)
- Assist in the maintenance of Water and Wastewater Treatment Plant Facilities including pumps, motors and other mechanical equipment. (E)
- Oversee the OSHA and BIT compliance programs. (E)
- Requisition maintenance tools, parts, and equipment as required. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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.
- Principles of supervision & training.
- Record keeping and reporting procedures.

Ability to:

- Supervise, schedule and train 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.
- Ability to diagnose failures on pumps, motors and other 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 that requires manual dexterity.

Experience:

LEAD EQUIPMENT MECHANIC: Ten 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 License within six months of hire date. (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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