

## **LEAD EQUIPMENT MECHANIC**

### **DEFINITION**

To provide leadership and participate in the daily operation of the City's equipment repair shop; to perform skilled and semi-skilled work involved in the mechanical servicing, maintenance and repair of the City's fleet of automotive, heavy construction and other equipment; to order parts and supplies, to maintain records related to shop operations; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works **and Parks and Trees** Operations Manager.

Assigns, reviews and coordinates the work of Equipment Mechanics.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Oversees the daily activities and operations of the equipment repair shop.

Receives repair orders and determines daily work priorities.

Provides leadership and assistance to subordinate Equipment Mechanics; participates in employee training.

Utilizes computer system to prepare reports and maintain fuel/fleet management operations.

Inspects work in progress and completed for compliance with applicable policies, procedures, regulations, and standards of quality and safety.

Performs mechanical servicing, maintenance and repairs of gasoline- and diesel-powered automobiles, trucks, emergency vehicles, tractors, heavy construction equipment, and other mechanical equipment.

Inspects and diagnoses mechanical and electrical system defects and determines corrective action required; disassembles engine components to examine parts for defects and excessive wear.

Repairs and adjusts hydraulic systems, brake systems, front and rear axles, differentials, fuel lines, steering mechanisms, and other major units; overhauls and tunes engines, bearings, ignition systems and carburetors; replaces generators, distributors, relays, lights and switches, adjusts and repairs transmissions, etc.

Fabricates, welds and repairs vehicle frames, bodies and/or equipment parts.

Makes service calls for emergency repairs as required.

Test drives vehicles to help determine repair needs, and to confirm operator safety when repair work is completed.

Cleans vehicle engine compartments and equipment to be serviced.

Estimates time and material costs required to complete mechanical repairs.

Monitors inventory of parts, supplies and materials; orders inventory as needed; confers with vendors, manufacturers or other appropriate parties to facilitate repairs or needed parts and supplies.

Prepares specifications for the purchase of new vehicles and equipment as requested.

Attends workshops, seminars and training programs to maintain or enhance job knowledge and skills or to meet licensing requirements.

Performs general building and grounds maintenance work as required.

Prepares and maintains accurate work records; prepares reports as required.

Operates a variety of tools and equipment in the performance of daily tasks, including but not limited to vehicles, welding equipment, hoist, diagnostic tools, computer system, automotive hand tools, hydraulic press, lathe, grinder, drills, and various other common hand and power tools.

### **MINIMUM QUALIFICATIONS**

**Knowledge** : Departmental policies, procedures and standards related to automotive / equipment maintenance and repair functions.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Modern principles, practices, techniques, equipment, materials and tools used in the servicing, maintenance and repair of mechanical equipment.

Gasoline- and diesel-powered engines and their proper operation.

Practices, methods, tools and equipment of the welding trade.

Safety regulations and precautions pertaining to vehicle and heavy equipment servicing.

Safe and proper use of assigned equipment and tools.

Methods of training and leadership.

Basic record-keeping and report preparation techniques.

Basic personal/office computer use for word and data processing.

**Ability to:**

Read, understand and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations.

Train, coordinate and oversee the work of others in a lead supervisory capacity.

Understand and follow a variety of complex oral and written instructions in an independent manner.

Read and understand maintenance and repair manuals and related diagrams.

Diagnose mechanical defects accurately and make necessary repairs to equipment in a timely manner.

Safely and effectively perform welding and fabrication work.

Safely operate and maintain assigned equipment and tools.

Accurately estimate time and materials required to complete mechanical repairs.

Read and write at a level required for successful job performance.

Maintain accurate work records and prepare routine reports.

Perform mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform the required duties.

**Experience:**

Five years of experience in the maintenance and repair of gasoline and diesel powered heavy automotive and road construction equipment, trucks and automobiles.

**Education:**

High school diploma or GED equivalent.

**Additional Requirements:**

Possession of a valid California Class "B" operator's license.

**TYPICAL WORKING CONDITIONS**

Work is routinely performed in an indoor environment. Worker may be exposed to equipment and machinery hazards, traffic hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, fumes, dusts, odors, toxic or caustic chemicals, solvents, grease / oil, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility and stamina to exert strenuous physical effort while performing assigned duties. Requires the ability to operate vehicles; walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally-, use hands to finger, handle, feel or operate objects, tools and controls. Tasks require visual and sound perception and discrimination, and oral communications ability.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**