



## LEAD EQUIPMENT MECHANIC

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

Under general supervision, oversees the day-to-day operation of the Fleet Maintenance shop, which includes assigning, prioritizing, and reviewing work performed by shop staff; performing skilled minor and major mechanical repairs to automotive and other power-driven equipment; directing the daily work of shop staff; assisting in training of automotive mechanic staff; and doing related work as required.

### DISTINGUISHING CHARACTERISTICS

The Lead Equipment Mechanic is the lead level classification in the automotive mechanic series responsible for the daily operation of the Fleet Maintenance shop and maintenance of City vehicles and Public Works construction equipment. Incumbents perform skilled and semi-skilled repair and maintenance tasks and provide direction to work crews as required. This classification differs from the next higher classification of Facilities and Fleet Supervisor in that the latter has overall full supervisory responsibility for fleet crews in the division.

### SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Facilities and Fleet Supervisor. Exercises function, technical, and lead supervision over assigned staff.

### ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Directs the daily operation of the Fleet Maintenance shop on a regular basis by scheduling, assigning, prioritizing, and reviewing jobs.
- Determines vehicles due for dealer repair and warranty service, and schedules such work.
- Performs advanced journey-level work in the inspection, repair, and/or overhaul of a wide variety of City-owned or operated heavy and light equipment, their components, systems, and accessories. This includes, but is not limited to: light and medium trucks, construction equipment, emergency vehicles, landscape equipment, automobiles, small gasoline engines, and similar equipment.
- Performs equipment inspections, adjustments, and certifications.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches.
- Tunes engines, replaces ignition parts, and cleans and adjusts carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Replaces such components as generators, distributors, relays, lights, and switches.
- Performs welding in the repair of equipment.

- Maintains accurate and efficient inventory of parts. Electronically updates and maintains accurate fleet and equipment asset inventory system.
- Provides lead supervision over assigned vehicle/equipment maintenance personnel; reviews work and controls quality of work; provides input into employee evaluations.
- Leads fleet management operation; analyzes data to recommend and implement process improvements; manages changes and improvements in the fleet operation; recommends goals for the fleet management operation; assists the Facilities and Fleet Supervisor in developing work plans, procedures, and schedules.
- Maintains records of time and materials; assists the Facilities and Fleet Supervisor with budget.
- Confers with departments regarding immediate repair needs and organizes future repair schedules. Answers department questions and resolves department complaints.
- Maintains the shop in a clean, organized, safe, and orderly manner.
- Ensures compliance with shop safety rules and conducts safety meetings.
- Assumes responsibility of the garage in the absence of the supervisor.
- Performs other related duties as assigned.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:** The principles and operation of two and four cycles internal combustion gasoline and diesel engines; the maintenance and repair requirements of automobile, street construction, and maintenance equipment; functions of automobile parts, garage supplies, and tools; proper usage of oils, greases, and lubricating devices; tune-ups and testing instruments; electrical principles, hydraulic, brake, and suspension system repair and maintenance; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices; and operation of various types of shop equipment.

**Ability to:** Diagnose and troubleshoot electrical circuits, develop wiring circuits and build wiring harnesses for installation of new add-on safety equipment and accessories for in-service vehicles. This includes installation of hard-wired laptops, computers and two-way radio installation in emergency and Public Works vehicles. Ability to diagnose and troubleshoot fuel systems, brakes (hydraulic air and ABS), differentials and hydraulic systems; remove, repair and replace major and minor engine component parts, perform tune-ups; perform arc and gas welding and fabricating of tools and equipment; use shop power and hand tools to perform vehicle repairs and adjustments; work safely and effectively under pressure during emergency situations; work safely, independently, and with others; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing in proper English; establish and maintain effective working relationships.

**Skills:** Ability to safely and efficiently operate brake lathe, tire changer, wheel balancer, battery tester, air drills, electric drills, power and hand tools, arc welder, acetylene torch, and hydraulic lifts. Ability to use a laptop and software to help diagnose vehicles.

## **QUALIFICATIONS**

### **Education & Experience**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Lead Equipment Mechanic. Typically, this may be obtained through three years of journeyman level experience in the maintenance and repair of automotive equipment, including some experience in heavy equipment. Automotive Service Excellence (ASE) Master certification is desirable.

### **License**

Possession of valid Class B California driver's license or the ability to obtain this license within six months of hire. M1 license is desirable.

## **SPECIAL REQUIREMENTS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The position requires work in confined spaces and off creeper; to lift up to ninety (90) pounds; work with hazardous materials used in vehicular and industrial equipment repair such as used motor oil, gasoline, solvents, related brake parts, coolants, and transmission fluids. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to respond to after-hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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