

EQUIPMENT MECHANIC LEAD WORKER

Definition:

Under general supervision, performs a variety of technical, skilled and general duties involved in the maintenance and repair of automobiles, trucks, tractors, motor sweepers and a variety of other power driven equipment; leads an assigned shift crew involved in the maintenance and repair of heavy and light power driven equipment; and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Directs and participates in the maintenance and repair of heavy and light power driven equipment.

Leads members of a shift/crew involved in the maintenance and repair of heavy and light power driven equipment.

Trains and schedules assigned employees and reviews time cards.

Inspects/operates motorized equipment and determines necessary repairs.

Oversees and updates the preventative maintenance schedule and ensures that all preventative maintenance work is performed.

Physically inspects work performed for proper repair methods, procedures and parts.

Develops, evaluates, and modifies work standards and procedures for power driven equipment testing and repair .

Overhauls, repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and fuel pumps.

Fits and adjusts bearings, fits pistons and rings, installs axles and relines/adjusts brakes.

Installs and reconditions electrical systems, adjusts spark plugs, tests and repairs starters and magnetos and recharges batteries.

Straightens and aligns frames, axles and wheels and performs minor body repair work.

Responds to inquiries from user departments.

Operates a variety of hand and power tools.

Cleans and maintains tools and equipment.

Lifts and/or moves heavy objects.

Operates a personal computer.

Records data, maintains records and completes reports.

Drives a variety of City vehicles for testing/inspection purposes.

Assists with and recommends the ordering of parts, materials and equipment and may meet with vendors.

Assists with the performance evaluations of assigned staff.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Equipment Mechanic Lead Worker is a multi-incumbent class within the Maintenance Services Department. An incumbent performs a variety of technical and skilled tasks, leads a crew and exercises a substantial degree of responsibility and independent judgment. The Equipment Mechanic Lead Worker performs duties assigned with a minimum of direction/supervision and is expected to solve work related problems independently.

Contacts and Relationships:

The Equipment Mechanic Lead Worker has contact with City user departments, a variety of City employees and vendors and establishes and maintains contact with other Maintenance Services Department staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.

Tools, equipment and procedures used in the overhaul, repair and adjustment of motor equipment.

Repair and adjustment of fuel, ignition, electrical and cooling systems.

Basic crew leadership/directional techniques.

Basic math.

Care and operation of internal combustion engines and chassis and of applicable parts.

Ability to:

Train and direct a crew performing maintenance and repair of repair of power driven equipment.

Plan, organize and oversee a preventative maintenance program.

Perform mechanical repairs, operate job related equipment and lift and carry heavy objects safely.

Demonstrate safe work procedures and equipment operation.

Understand and follow oral and written directions independently.

Communicate effectively orally and in writing.

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

Learn to use a computer and applicable software.

Perform mathematical calculations with speed and accuracy.

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

Exercise independent judgment.

Write basic reports, record data and transfer data from one form to another.

Order parts, supplies and materials.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school supplemented by training or course work in mechanical/automotive repair.

AND

Experience:

Four years of responsible experience in automotive mechanical repair to include some experience with heavy and light non-automotive power driven equipment.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and in an open automotive shop environment. When work is performed in the open automotive shop, incumbents may be exposed to the elements, the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards/traffic and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less. Equipment Mechanic Lead Workers drive a vehicle on City business, assist in the testing of and are exposed to a wide variety of automotive equipment, hand and power tools, farm and construction equipment and related mechanisms. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California Driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position.

Shift work is required and incumbents are subject to overtime.

Fair Labor Standards Act Designation: Non-exempt.