

LEAD MECHANIC

FUNCTION OF THE JOB

Under supervision, to function as a lead worker in performing, prioritizing, and assigning work involving the maintenance and repair of vehicles and equipment and to participate in that work; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs all functions of Mechanic.
2. Plans, organizes, and leads the work of a team of mechanics and participates in that work; assists the manager by assigning daily work to employees.
3. Acts as first line of contact for vendor management, vehicle and equipment specification reviews, shop facility management, and fulfilling secondary parts ordering requirements.
4. Performs detailed computer analysis of automated maintenance records for purpose of repair and preventative maintenance requirements.
5. Performs quality control inspections of repairs made by mechanics.
6. Acts as division liaison, receives and responds to requests for vehicle and equipment repair and service from customer base; prepares the necessary work orders and service documents.
7. Completes initial new vehicle and equipment receipt and inspection; prepares vehicle and equipment for disposal, on-line auction, conventional auction, or salvage.
8. Establishes and prepares detailed repairs and maintenance priorities and work programs and schedules.
9. Provides information to department supervisors and to vehicle and equipment operators concerning the repair, usage and proper operation, and care of equipment.
10. Assists in the training and instruction of employees in proper safety practices and procedures and in the use of complex diagnostic and repair equipment.
11. Performs major repairs of all customer equipment and vehicles which include but are not limited to automobiles, trucks, tractors, bulldozers, graders, and mowers.
12. Establishes and maintains effective working relationships with supervisors, co-workers, internal and external customers, vendors, and the public.
13. Maintains prompt, predictable, and regular attendance.
14. May serve as Shop Supervisor in their absence.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the operating principles of internal combustion engines, drive trains, electrical systems, multi-plexed electrical systems, CAN (controller area network) electronic systems, chassis components of vehicles and other motor-driven equipment.
2. Comprehensive knowledge of the current industry standards, materials, tools, and equipment used in the maintenance and repair of motor operated vehicles.
3. Comprehensive knowledge of occupational hazards and safety practices in the maintenance, repair, and operation of motorized vehicles and equipment.
4. Comprehensive knowledge of the tools, materials, and equipment used in fabrication, welding, and maintenance.
5. Considerable knowledge of metals, including their strengths and failures and behavioral characteristics.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

6. Considerable knowledge of the principles, practices, and materials used in the repair of tires and tubes.
7. Working knowledge of supervisory principles and practices.
8. Working knowledge of division, department, and County electronic devices and computerized systems.
9. Ability to learn and utilize division, department, and County electronic devices and computerized systems to effectively perform duties and responsibilities.
10. Ability to safely perform work in the maintenance and repair of motor-driven equipment and vehicles.
11. Ability to diagnose mechanical failures and defects in wide variety of vehicles and equipment.
12. Ability to operate a wide range of vehicles and equipment for the purposes of diagnosing vehicle problems and ensuring repairs have been properly completed.
13. Ability to analyze situations, make appropriate decisions, and take appropriate action in a timely and effective manner.
14. Ability to work independently and as a member of a team.
15. Ability to keep accurate and detailed records and prepare and present verbal and written reports and recommendations.
16. Ability to establish and maintain effective working relationships with supervisors, coworkers, internal and external customers, vendors, and the public.
17. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
18. Ability to plan, organize, direct, and perform work in the maintenance and repair of vehicles and equipment.
19. Ability to follow, carryout, and provide verbal and written instructions.
20. Ability to safely operate various vehicle and equipment diagnostic and repair machines, tools, and equipment.
21. Ability to respond at any time during emergency situations to provide mechanical support for other County operations responding to emergencies.
22. Ability to perform moderate to heavy manual labor.
23. Ability to withstand exposure to favorable and unfavorable weather conditions.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years responsible work experience in mechanical maintenance work.
3. Recognized post high school training directly in mechanical maintenance may be substituted on a year-for-year basis for up to two (2) year's work experience.
4. Valid driver's license.
5. Valid Class A Commercial Driver's License with airbrake endorsement within six (6) months of hire.