CITY OF OCEANSIDE

REVISED: JANUARY 2006
CLASS CODE: 2203CE
UNIT: OCEA

LEAD MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, acts as a lead worker in the service, maintenance, and repair of varied mechanical equipment; and performs other related duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Leads shop mechanics in servicing, maintaining and repairing motorized equipment; may issue work assignments; determines the need for and requisitions repair parts and materials; orders and maintains adequate supplies to accomplish assigned work; may determine performance ratings of employees; obtains proper employee discipline and performance; observes and reviews the work of employees to determine technical adequacy and accuracy, and status of employee training and development; directs complicated mechanical work, exerts additional technical training effort as required; inspects work methods and the condition of shop facilities and equipment; enforces safety, housekeeping and fire prevention rules; ensures tools, shop areas, work sites, material and equipment are used, maintained and/or stored properly; makes recommendations to supervisor regarding day-to-day technical and personnel issues; follows up on all shop and outside repairs to ensure that repairs are safe and reliable; investigates comeback repairs with supervisor; observes and complies with toxic waste and hazardous materials handling and disposal, as set forth by local, state and federal health agencies; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

State and federal regulations regarding motor vehicle fleets.
Construction, automotive and transit equipment.
Principles of supervision and training.
Tools, parts, and equipment used in the repair and maintenance of equipment.
Theory, care, and operation of internal combustion and diesel engines.

Ability to:

Operate and repair assigned equipment.
Lead the activities of a small repair shop and servicing station to diagnose mechanical difficulties, estimate repair time and costs.
Communicate effectively, both verbally and in writing.
Plan, organize, direct and evaluate the work of others.
Establish and maintain effective working relationships and provide excellent customer service.

Experience and Training Guidelines

Experience:

Two years of experience as a journey level automotive mechanic.

Training:

Graduation from high school.

License:

A current, valid, California driver's license.

Other Requirements:

Possession of a basic set of hand tools suitable for automobile shop work.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to dust, grease, and noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for lifting, climbing and stooping; visual acuity to read and interpret information.