CITY OF OCEANSIDE

REVISED: January 2006
JOB CODE: 2202ME
UNIT: MECO

CLASS SPECIFICATION

SUPERVISING 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 direction, to supervise, assign, review and participate in the work of staff responsible for the maintenance and repair of a variety of automotive equipment including cars, trucks, construction equipment, safety equipment and miscellaneous maintenance equipment; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

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.*

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for the maintenance and repair of a variety of automotive equipment including cars, trucks, construction equipment, safety equipment and miscellaneous maintenance equipment; establishes schedules and methods for providing assigned maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures; maintains and repairs brake systems, engine and drive trains, steering and suspension systems and electrical systems on cars, trucks and miscellaneous equipment; maintains and repairs fire fighting equipment and ambulances; maintains and repairs body components and accessories; determines the need for and requisitions parts and materials; establishes and maintains a preventive maintenance program; inspects work methods and condition of shop facilities and equipment; participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; participates in the preparation and administration of the maintenance program budget; submits budget recommendations; monitors expenditures; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a mechanical maintenance and repair program;
- Methods, practices, materials, tools and equipment used in the maintenance, repair and overhaul of vehicles and equipment;

- Operations and repair techniques of internal combustion and diesel engines;
- Principles and procedures of record keeping;
- Occupational hazards and standards safety procedures;
- Principles of municipal budget preparation and control; and
- Principles of supervision, training and performance evaluation.

Knowledge of:

- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, organize and review the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Plan, coordinate and schedule assigned mechanical repair functions;
- Diagnose mechanical difficulties and recommend appropriate actions;
- Establish and maintain preventive maintenance programs;
- Perform a variety of mechanical maintenance and repair functions on City equipment and vehicles;
- Maintain accurate records of work performed;
- Understand and follow oral and written instructions;
- Interpret and explain City policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: Three years of increasingly responsible experience in the maintenance and repair of internal combustion and diesel engines.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive or mechanical repair or a related field.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Shop environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy.

Physical Conditions: Essential functions may require maintaining physical condition necessary for light lifting; sitting, walking or standing for prolonged periods of time; operating motorized equipment and vehicles.