

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.