

## JOB DESCRIPTION

Class Title: LEAD EQUIPMENT MECHANIC  
Status: Mid Level Supervisor

### DEFINITION

Under general supervision, to perform skilled work in repairing, overhauling and maintaining automotive and road construction equipment powered by both gasoline and diesel engines; and to do related work as required. In addition to performing the duties of an Equipment Mechanic, this class is distinguished by the assignment of lead duties and is delegated the responsibility of acting for the Public Works Fleet Services Superintendent, as required. These additional functions include providing technical assistance on complex repair jobs, making daily work assignments, ordering parts, and maintaining time and work sheets.

### DISTINGUISHING CHARACTERISTICS

This is the working supervisory level class in charge of equipment maintenance buildings, providing work planning, training and review to skilled and semi-skilled staff. Responsibilities include providing working supervision to shop and field maintenance activities, equipment troubleshooting and repair decisions, and input into unit planning and budgetary processes, and assigned personnel and administrative functions.

REPORTS TO: Public Works Fleet Superintendent.

CLASSIFICATIONS SUPERVISED: Equipment Mechanic Positions and Laborers

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (*The following is used as a partial description and is not restrictive as to duties required.*)

- Supervises and directs work of shop personnel;
- Authorizes purchases and repairs.
- Examines, diagnoses and locates mechanical defects in a wide variety of automotive, road construction and maintenance equipment, including diesel and gasoline powered trucks, tractors, motor graders and power shovels;
- Authorizes and directs major and minor mechanical repairs including engine tune-ups, brake relining, electrical system repair, and inspections;
- Disassembles, repairs, grinds or replaces worn parts, fits new parts and adjusts engines, oil, water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, transmissions, differentials, brakes and steering gear;
- Replaces electrical wiring;
- Maintains records of time and materials used on each job;
- Uses welding equipment to fabricate, rebuild and strengthen various equipment parts;

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES continued

- Performs mechanical work in the shop or makes emergency repairs on job site;
- As directed, performs road maintenance responsibilities, including snow removal, when directed by Public Works Road Superintendent;
- Has clear understanding of safety requirements necessary to maintain safe work environment;
- Other related duties, as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Mobility to work in a typical shop or related maintenance setting, including operating typical trade test equipment, hand and power tools and standard office equipment; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials and Computer screens; and hearing and speech to communicate in person or over radio or telephone. Ability to work in adverse conditions day or night, in all types of weather and conditions.

TYPICAL WORKING CONDITIONS

Work extended shifts or be called back in emergency situations. Work with exposure to potentially hazardous fuels, oils and solvents. Provide hand tools as required by the County to perform the work.

QUALIFICATIONS

The successful candidate would possess a minimum of a high school education

Knowledge of:

- Principles of gasoline and diesel engine mechanics as applied to the maintenance and repair of automotive and road and construction equipment.
- Tools and equipment used in the maintenance and repair of gasoline and diesel powered equipment.
- Preventive maintenance inspection methods and safety procedures.
- Safety procedures.
- Basic welding equipment and its proper use.
- Basic principles of work scheduling, employee supervision, and parts ordering.
- Basic OSHA safety
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**AND** Ability to:

- Demonstrate skill in the diagnosing and repair of heavy automotive and road and construction equipment in the use of mechanical tools and equipment.
- Keep repair records.
- Follow oral and written directions.
- Fabricate parts and equipment from metal.
- Assist in the supervision of employees engaged in minor and major mechanical repairs.
- Assume responsibility for the operation of a road equipment maintenance shop.
- Maintain safe work environment.

### TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Three (3) years of increasingly responsible experience as an Equipment Mechanic III. ASE Master Technician Certification in Automotive and/or Medium-Heavy Truck Series or equivalent is highly desirable in conjunction with an advanced working knowledge of Automotive Repair or Heavy Equipment repair and maintenance.

### SPECIAL REQUIREMENTS

Possession of an appropriate California Class B Operator's License issued by the State Department of Motor Vehicles, and ASE certification.