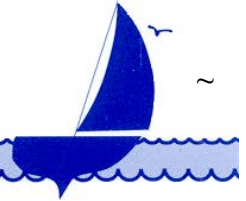




## City of Des Moines, Washington

### JOB DESCRIPTION



## LEAD MECHANIC

Regular, Full-time

**Salary Grade:** G-19

**FLSA Status:** Non-exempt

**Bargaining Unit:** Non-represented

**EEO Category:** Skilled Craft

### Nature of Work

Under the general supervision of the Public Works Superintendent, this position is responsible for providing lead direction to other fleet employees by planning, scheduling, assigning, and prioritizing work projects consisting of the installation, maintenance, and repair related to the upkeep of the City's fleet including all vehicles, equipment and small tools. This position also implements and manages assigned budgets and asset management tools and industry best practices to ensure efficient and effective lifecycles of all vehicles, equipment, and small tools. Duties require considerable knowledge in operating computers, electronic testing equipment, and hand and power tools.

Work is performed with considerable independence in accordance with specific instructions and defined procedures and schedules. This position plans and carries out assignments and resolves operational problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

### Distinguishing Characteristics

The Lead Mechanic falls in the lead level in the mechanic series and is distinguished from the Mechanic in the series by the requirement for providing lead direction to and work coordination with other staff, advanced job knowledge, and increased responsibility, proficiency, and initiative. Performs difficult, complex, and technical work which requires demonstrated proficiency in all aspects of the assignment, and the use of independent judgment and decision making skills to analyze and resolve non-routine and most complex troubleshooting of skilled tasks in the maintenance and repair of all City motorized equipment including specialized machines.

### Essential Functions

- Performs journey level maintenance and mechanical repair of automobiles, light and heavy-duty trucks, tractors, graders, mowers, and all other types of City power driven equipment in accordance with standard maintenance procedures.
- Plans and schedules work assignments for other mechanic employees; ensures work projects are completed and carried out in compliance with policies and procedures.
- Utilizes Fleet Equipment Management system to analyze shop operations and inventory, order appropriate preventative maintenance and repair parts.

- Inspects vehicle/equipment for repair, diagnoses problems, and specifies repair and parts required; maintains records and complete repair reports and makes recommendations for any substantial repairs as needed.
- Replaces batteries and does electrical component installation. Replaces light bulbs and does wire repair work.
- Inspects driver's report of equipment malfunctions or deficiencies and determine necessary repairs, which are made in accordance with the latest standards and techniques.
- Records accurate readings from fuel pumps. Completes all reports and paperwork on a timely basis.
- Makes recommendations to management, designs and implements shop productivity improvement programs.
- Recommends and assists in the selection of fleet vehicles and equipment to be purchased.
- Observes work in progress or upon completion to ascertain compliance with established work standards for safety, quality, and quantity.
- Provides technical assistance on projects with other departments, contractors, and other City/State/Regional agencies.
- Takes charge of accident or other emergency scenes, ensuring the safety and security of employees and agency equipment.
- Operates both light and heavy equipment during pick up, delivery, and road testing of equipment.
- Picks up and delivers parts and vehicles when required.
- Manage and maintain the repair shop to the proper safety standards.
- Cleans and maintains City vehicles.
- Performs safety checks.
- Welds and fabricates parts as needed.
- Performs lubrication and oil changes as required.
- Repairs, changes, and balances tires as required.
- Performs cleaning and maintenance of repair shop by cleaning tools, equipment, floors, and work benches.
- Assists the Public Works Maintenance Department when needed or in emergency related situations.
- Consults with vendors and sales persons as required.
- Manages supply and outside repair budgets.
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, vendors, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Standard practices and techniques for maintenance and repair of a large centralized fleet of automobiles, light and heavy trucks including all types of grounds maintenance and construction equipment.
- Principles of gasoline and diesel engines.
- Hydraulic and electrical systems.
- Practices, methods, and tools used in acetylene and arc welding.

- New technology and service requirements.
- Occupational hazards and safety precautions of a fleet repair facility.
- Engine and general repair work.
- Safety requirements and specifications of various types of vehicles and equipment.
- Methods, tools, equipment, and materials used in fleet maintenance and repair.
- Use hand and machine tools, including but not limited to, electronic testing equipment.
- Analyze, diagnose, and repair mechanical problems.
- Ability to troubleshoot, do research, and determine proper and correct methods to complete maintenance repair objectives.
- Parts, materials, supplies, tools, and equipment required in the operation of an equipment repair shop.
- Locate and correct mechanical defects using the proper tools, parts, or equipment for specific repair problems.
- Use initiative and resourcefulness in handling repair problems.
- Acquire knowledge of the operating details, procedures, specialized equipment and other characteristics of specified assignment.
- Understand and carry out complex oral and written instructions.
- Interpersonal communication and relation skills using tact, patience, and courtesy.
- Personal computers and their basic use; ability to work with maintenance management systems and Microsoft Office Suite products.
- Correct usage of English grammar, spelling, punctuation, and vocabulary.
- Ability to operate automotive equipment.
- Ability to prioritize and perform skilled tasks with little or no supervision.
- Ability to acquire knowledge and skill of the manual tasks and other characteristics involved in work assignments.
- Ability to apply common sense understanding to execute oral, written, and diagrammatic instructions.
- Ability to make arithmetic calculations involving fractions, decimals, and percentages.
- Ability to write legibly, maintain records, and complete reports.

### **Education and Experience Requirements**

- Graduation from high school or GED equivalent; AND
- Four years of progressively responsible experience as a journey level mechanic with knowledge and experience with a diversified fleet of heavy gasoline and diesel equipment and vehicles and the use of testing and service repair equipment utilized in mechanical, equipment, and automotive repair work;
- OR Associates of Applied Science (AA) Degree or above in automotive technology or equivalent accredited education in a similar field of study and two years of experience as a journey level mechanic.
- One year of lead or supervisory experience in a maintenance facility to include planning, advising staff, overseeing and reviewing work, preferred.
- Automotive Service Excellence (ASE) certifications to include hybrid/electric fleet, highly preferred.

### **Special Requirements**

- Successful completion of a pre-employment background and criminal history check.
- Possession of a good driving record, and ability to maintain throughout employment.

- Possession of a Class A Commercial Driver's License (CDL) or a CDL Learner's Permit (employees hired with a CDL Learner's Permit must obtain the full CDL within six months of hire date).
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Shop work is accomplished indoors in a shop/garage environment repairing vehicles and equipment and occasionally in an office environment to complete necessary repair and maintenance logs and other paperwork. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually loud to very loud. Employee may be called out after normal hours for emergency work.
- Must be able to perform work in an outdoor environment and in all weather conditions. Ability to perform frequent lifting, stooping, reaching, and handling; sit, stand, and/or kneel for extended time periods is necessary. Ability to lift and carry up to 50 pounds and more than 100 pounds with assistance.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- The City of Des Moines is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state or local law.