

LEAD MECHANIC

NATURE OF WORK

This is skilled diagnostic and mechanical work in the repair and preventative maintenance of a diversified municipal fleet.

Work involves responsibility for fleet customer work order initiation, data entry, and repair estimate generation. Quality control and repair process evaluations on an assigned shift are also required. An employee in this class acts as the "crew leader" of an individual shift and performs actual repair, service, and maintenance work. General supervision is received from a technical/administrative superior with work being reviewed in the form of the quality of repairs performed and the effective operations of a designated shift.

EXAMPLES OF WORK PERFORMED

Acts as a crew leader of a designated shift in the effective operations of shop personnel, fleet repairs and shop scheduling.

Monitors pending repairs and services in the shop and prioritizes repairs for maximum effectiveness of garage operations.

Ensures weekly preventive maintenance schedules are being completed; contacts customers to prompt preventative maintenance compliance.

Reviews diagnostic and repair procedures during repair process; reviews parts request for completeness and accuracy; ensures correct parts are assembled for shift repairs.

Oversees work orders generated during assigned shift for completeness and proper entry into Fleet Information System.

Greets customers and identifies and documents required service and repair procedures; assists with shop scheduling; may compile repair order estimates.

Conducts and documents preventive maintenance inspections to ensure equipment/vehicles are kept in safe and reliable operating condition; test drives equipment before and after inspection.

Orders repair parts required for work completion; ensures parts are accounted for and linked to repair orders.

Performs equipment repairs to ensure equipment/vehicles are kept in safe and reliable operating condition; orders all required parts; documents repair procedures; field tests equipment /vehicles following repair.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the design, construction, repair, and adjustment of a wide variety of both conventional and specialized heavy equipment and machinery, automobiles, trucks, and specialized automotive equipment.

Thorough knowledge of the usual types of automotive tools and equipment, as well as the special tools, gauges, machinery, and shop equipment used in repair, servicing and maintenance of heavy equipment and automotive equipment.

Considerable knowledge of the operation of different types of automotive testing equipment.

Ability to diagnose the more common defects in the motors and bodies of heavy equipment and machinery and of all types of automotive equipment.

Ability to detect by inspection any worn, defective, or improperly adjusted part of the assembly.

Ability to determine the necessary procedures and parts required to complete repairs.

Ability to keep records of repair and service operations and to complete reports.

Ability to direct and oversee a group of skilled, semi-skilled and unskilled employees.

Ability to establish and maintain effective working relationships with supervisors and co-workers.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and four years of experience in the repair and maintenance of fleet equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Automotive Service Excellence (A.S.E.) certification, or ability to obtain within six (6) months of hire.

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