



## JOB DESCRIPTION

### Mechanic, Lead

Date Prepared: March 2014

Class Code: 7520

**SUMMARY:** Under general supervision, provides work direction and general daily oversight of the City's vehicle and equipment maintenance garage; performs a variety of administrative work.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepares daily crew schedules, timesheets, and reports.
- Assigns work to others
- Inspects all work in progress and on completion of each job; monitors status of work orders and updates status in computer; closes out work orders on completion of work.
- Orders supplies and materials needed to complete each repair and any other necessary items for the City's garage; enters all vendor and Eden invoices into computer.
- Inspects all shop equipment to make sure it's in proper working order.
- Trains employees on safety in the workplace; observes employees and enforces safety procedures.
- Advises foreman of issues with equipment or other garage issues requiring immediate attention.
- Performs maintenance and repair work as necessary; performs other general maintenance work as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND five years of automotive maintenance and repair experience, including three year of supervisory or lead experience.

##### Knowledge of:

- Automated work order systems, vehicle history records and repair parts inventories.
- City organization, operations, policies, and procedures.
- Customer service standards and protocols.
- Federal motor safety regulations and state air resource and air quality standards.
- Environmental guidelines and standards for the storage and disposal of hazardous.
- Principles and practices of effective employee supervision.
- Advanced principles and practices of the repair and maintenance of mechanical, electrical and computerized systems within vehicles and equipment.
- Basic principles and practices of vehicle and heavy equipment maintenance and repair methods and techniques.
- Shop operations, including priority-setting, organization, time management, problem resolution, record keeping, and safety practices and procedures.

**Skill in:**

- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, vendors, sales representatives and contractors.
- Operating a personal computer and various software applications.
- Providing efficient customer service.
- Reading and understanding technical manuals, blue prints, schematics, wiring diagrams, technical service bulletins and parts catalogs.
- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Using shop equipment, including hand and power tools, diagnostic equipment, and testing and measuring equipment.
- Troubleshooting and diagnosing vehicle and equipment problems.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Class B Commercial Driver's License may be required.

ASE Master Mechanic certification required

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work in trenches or confined spaces. May be required to lift and carry items weighing up to 50 pounds.