

CITY OF REDWOOD CITY EQUIPMENT OPERATIONS LEADER

DEFINITION

Under general direction, plans, schedules, assigns, monitors and reviews the work of Equipment Mechanics; provides technical assistance and support to equipment mechanics on the most complex work consisting of diagnosing, maintenance and repair of fleet and vehicles and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a full working level class allocated to the Fleet and Municipal Services Center Management Division of the Public Works Services Department. This class is distinguished from the Lead Equipment Mechanic in that the Equipment Operations Leader is responsible for scheduling, assigning, monitoring and reviewing the work of equipment mechanics.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fleet and Municipal Services Center Management Superintendent.

Exercises lead supervision over subordinate personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Trains, monitors and assists in evaluation performance of Equipment Mechanics; acts as a team leader in day to day operations; assists the Superintendent regarding work load, employee performance and compliance with established policies and procedures and automotive specifications.

Assists in developing and implementing goals, objectives, standards and priorities.

Implements specific activities, projects, plans and procedures.

Assigns service and repair work to equipment mechanics according to ability, and provides technical advice and assistance on complex work assignments.

Assists mechanics in diagnosing sources of mechanical problems or failures, either visually or using automotive diagnostic equipment.

Performs routine service and repairs as needed.

Prepares and processes new vehicle acceptance: yellow card, birth records.

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Assists with new vehicle selections and add-on equipment.

Vehicle setup inspection: insure completion, create setup standardization, operator training, coordinate materials listing, update manuals.

Coordinate sublet repair: schedule, follow-up and inspect.

Take lead role in updating shop standards.

Acts as technical advisor through researching, brainstorming, and decision making.

Support Mechanics; i.e., reassign duties, scheduling.

Assists with customer inquiries.

Monitor the flow of work; i.e. prioritizing, scheduling, assignments, customer notifications.

Pulling of parts for P.M. services.

Assists with warehouse activities and supports Secretary as needed.

Performs any and/or all of Equipment Mechanic II duties.

OTHER JOB RELATED DUTIES

Assumes the duties and responsibilities of the division Superintendent in his/her absence, as assigned.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel-powered equipment.

Safe work practices.

Purchasing procedures and inventory techniques.

Operating and repair characteristics of City-owned equipment.

Ability to:

Read and understand repair manuals, wiring diagrams and flow charts.

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Maintain simple shop and repair records.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships with others.

Train skilled and semi-skilled mechanics.

Perform major mechanical work on equipment and vehicles.

Perform journey level mechanical work including the troubleshooting of equipment for both major and minor repairs.

Work productively in the absence of supervision.

Physical Characteristics:

Must be able to lift heavy objects.

Perform manual labor and be in sufficiently good health to perform job tasks.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years experience as a journey level automotive technician/mechanic or completion of a two year program and three years as an automotive/Equipment Mechanic II.

Education:

The ability to read and write English and perform basic arithmetic calculations is required at the level sufficient to perform the duties of the position.

Licenses and/or Certificates:

Possession of a valid California License at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

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National Institute of Automotive Service Excellence (ASE) Certifications in:

LIGHT

L1 Advance Engine Performance
Specialist
A8 Engine Performance
A4 Suspension and Steering
A5 Brakes
A6 Electrical/Electronic Systems

or
or
or
or
or

HEAVY

L2 Vehicle Electronic Diesel Engine
Diagnosis Specialist
T2 Diesel Engines
T5 Suspension and Steering
T4 Brakes
T6 Electrical/Electronic Systems

Effective Date: June, 1999

Bargaining Group: Service Employees' International Union - Local 715