

# **CITY OF REDWOOD CITY LEAD EQUIPMENT MECHANIC**

## **DEFINITION**

To serve as a lead worker in the maintenance of vehicles and equipment; and perform skilled and complex mechanical maintenance and repair work on gasoline, diesel and other equipment.

## **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level class in the Equipment Mechanic class series. The Lead Equipment Mechanic assists the Fleet Manager in assigning mechanical maintenance work, reviewing work, and developing shop systems and procedures. The Lead performs the most difficult mechanical repair work and provides technical guidance to subordinates in mechanical maintenance and repair.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fleet Manager.

Exercises lead supervision over others in the equipment maintenance shop.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Coordinate job assignments and assist Equipment Mechanics I and II to diagnose mechanical difficulties on City automotive and heavy equipment.

Coordinate with all City departments for efficient servicing and repairing of automotive and heavy equipment.

Provide technical guidance to subordinates on mechanical maintenance and repair.

Assist the Fleet Manager in developing systems and procedures for equipment maintenance.

Repair and maintain diesel and gasoline powered fire, police and public works equipment such as fire trucks, trucks, tractors, graders, rollers, backhoes, automobiles and other standard and specialized equipment.

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**LEAD EQUIPMENT MECHANIC (Continued)**

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Repair, adjust, or overhaul diesel or gasoline engines; inspect, repair, replace and modify components of engines, drive lines, transmissions, brake systems, clutches, and steering assemblies; repair or replace faulty parts including wheel bearings, oil seals, shock absorbers, emission systems, exhaust systems, generators, distributors, lights and switches.

Undertake the repair, rebuilding and painting of body and chassis units on fire equipment.

Maintain complete records of condition of equipment and repairs performed.

Repair and maintain pumps and aerial equipment attached to fire equipment.

Perform arc and acetylene welding.

Supervise others in making minor and major repairs to gasoline and diesel engines, chassis, loading and other attachments to motorized equipment; advise and assist subordinates in major repairs and difficult diagnostic and mechanical jobs.

Inspect repairs performed by subordinates.

Road test vehicles and equipment.

Determine if certain repair work should be contracted out.

Determine whether parts should be repaired or replaced.

Purchase tools, parts, equipment and supplies.

Ensure that employees observe safety rules, regulations and procedures.

Supervise the storekeeper in maintaining adequate inventories of tools, parts, supplies and equipment.

Initiate work orders.

Maintain vehicles and equipment in a safe condition.

Act as Fleet Manager in his absence.

Perform related duties as assigned.

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**QUALIFICATIONS**

**Knowledge of:**

Tools, equipment and procedures used in the overhaul, repair and adjustment of diesel and gasoline power driven fire and construction equipment.

Use of tools, powered equipment, and welders used in the repair and fabrication of automotive and pumping equipment.

Operation and care of internal combustion engines.

The metric system, welding, and machine work.

The occupational hazards and safety precautions of the trade.

Construction, assembly, adjustment and maintenance of diversified automotive equipment including heavy trucks and construction equipment.

Systems and procedures used in administering an equipment maintenance shop.

**Ability to:**

Inspect and analyze defects in automotive and pumping equipment.

Perform major and minor repairs on all City-owned mechanical equipment.

Use a variety of tools and equipment with skill.

Understand and carry out oral and written directions; locate mechanical difficulties and estimate the cost and time of repairs.

Read and interpret manufacturer's operating and service manuals.

Direct and review the work of others.

Assume the duties of the Fleet Manager in his absence.

**Physical Characteristics:**

Must be able to lift heavy objects; perform manual labor in mechanical repair work; and be in sufficiently good health to perform job duties.

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**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:**

Four years of responsible work as a mechanic working on automotive and heavy equipment.

**Education:**

Equivalent to the completion of the twelfth grade.

**License or Certificates:**

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Possession of the required State license for brake repair, pollution devices, and lamp adjustment.

**Effective Date:** February, 1985

**Bargaining Group:** Service Employees' International Union - Local 715