

## CITY OF LINCOLN SENIOR EQUIPMENT MECHANIC

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction, leads and participates in the work of personnel responsible for repairs to City-owned vehicles and equipment; ensures safe work practices, work quality and accuracy; maintains appropriate records for repairs and parts used; facilitates, monitors and participates in an on-going preventive maintenance program; serves as the primary technical resource for fleet mechanics and other personnel; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Equipment Mechanic** is the lead class in the series responsible for maintenance and repairs of City-owned vehicles and equipment; delegating work appropriately to other mechanics; and keeping repair records. Scheduling and coordination of repairs with vehicle operators and division supervisors is an important aspect of this position. This classification is distinguished from the next higher classification of Public Services/Fleet Supervisor in that the Supervisor has full and direct supervisory responsibilities whereas the Senior is the lead level exercising indirect supervisory duties. The Senior differs from the Equipment Mechanic I/II in that the Senior is responsible for providing lead direction and for performing the more complex assignments.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from higher level supervisory positions. Exercises indirect supervision over lower level Equipment Mechanic staff.

### **ESSENTIAL FUNCTIONS:** *(including but are not limited to the following)*

- Collects and reviews daily vehicle inspection forms. Assures that repairs are performed promptly, as needed, and that inspections and preventive maintenance are accomplished on a timely basis.
- Plans, coordinates, prioritizes, monitors, and participates in the work of staff responsible for the repairs to vehicles and equipment; assigns work; monitors activities to ensure safe work practices, work quality, efficiency, cost effectiveness, and accuracy; ensures compliance to applicable rules, policies and procedures.
- Uses fleet management software to write repair orders, assign work and enter details of inspections, maintenance, diagnosis, repairs and associated activities, along with parts and supplies used.
- Maintains and monitors a regular preventive maintenance program for all equipment and vehicles.
- Maintains and monitors a safe working environment compliant with all applicable regulations and guidelines.

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- Performs or assists with the more difficult and complex mechanical equipment diagnosis and repairs.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level supervisory and management personnel; responds to questions.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents for inspections, repairs, preventive maintenance schedules and purchases; assists in development of the annual budget.
- Participates in the selection and training of assigned personnel; assists the supervisor in motivating and evaluating assigned personnel.
- Repairs automobiles, trucks, and other mechanical equipment; performs repairs during emergency situations; performs fabrication, welding, drilling, cutting, threading and grinding.
- Operates a wide variety of vehicles and equipment as needed for testing and transport.
- Orders parts and maintains an appropriate, economically-efficient, orderly inventory of parts, tires, supplies and tools in cooperation with the Fleet Supervisor.
- Recommends types of vehicles to purchase and assists with specifications.
- Oversees and maintains C.H.P. vehicle inspection records and participates in annual inspections,
- Oversees removal of hazardous waste and recycling materials.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Facilitates and monitors vehicle inspections for California emissions including annual diesel smoke testing and biennial smog testing of gasoline and diesel powered vehicles.
- Facilitates and monitors an inspection and reporting program for all stationary, portable and off-road engines as required by regulatory agencies.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the*

*classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Equipment Mechanic**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience as a journey level automotive or equipment mechanic, including one year of lead or supervisory experience and a high school diploma or G.E.D. equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class B California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Methods, materials, equipment and tools used in vehicle and equipment maintenance and repair; use of microprocessor, hydraulic, and mechanical diagnostic equipment; methods and procedures for administering preventative maintenance programs; C.H.P. vehicle inspection procedures and out of service criteria; applicable CAL/OSHA and EPA regulations; vehicle emission inspection and testing procedures; principles and practices of administering a budget; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and direct the work of subordinate staff; diagnose mechanical, electrical and hydraulic problems and take corrective action; keep records and logs; supervise and direct the operations and activities of an automotive/equipment repair shop; train, supervise and motivate assigned staff plan, organize, train, evaluate and direct work of assigned staff; make adjustments to standard operating procedures as is appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of power and hand tools used in heavy and light equipment repair.