

CITY OF HEMET

LEAD 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, reviews, and performs work activities and duties assigned to the Public Works equipment maintenance personnel; assumes responsibility for the more difficult and complex tasks; develops and implements preventative maintenance schedules; orders parts and supplies; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Lead Equipment Mechanic** is the lead class responsible for a wide variety of mechanical, electrical and hydraulic maintenance and repair on City owned power equipment. Incumbents lead and assist in the supervision of assigned personnel, and inspect and review work methods, performance and quality. This classification is distinguished from the next lower classification of Equipment Mechanic by the difficulty and complexity of assignments and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Equipment Maintenance Supervisor. Exercises direct and indirect supervision over assigned staff.

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

- Leads, reviews and performs the work of staff responsible for the maintenance and repair of a variety of light and heavy duty City owned vehicles and equipment; develops and implements preventative maintenance schedules; develops and implements staff assignments; inspects and reviews work methods, performance and quality of work performed, conducts safety and training meetings; provides input and recommendations on employee evaluations; assumes responsibility for the more difficult and complex tasks.
- Recommends service levels to the Supervisor; performs vehicle and equipment inspections to ensure compliance with department policies, practices and applicable safety regulations; selects and orders necessary parts and supplies; contacts outside vendors for parts and service; prepares reports for the Supervisor related to division activities; serves as acting division supervisor as required.
- Oversees the operation, maintenance and repair of shop equipment and/or machinery, including power tools, lifts and equipment; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.

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- Responds to questions, concerns and emergency calls from vehicle and equipment operators; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and DOT laws; establishes and maintains a customer service orientation within the work unit.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

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 or airborne particles, and may be exposed to mechanical and electrical hazards. 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.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 **Lead Equipment Mechanic**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in public or private heavy and light duty equipment maintenance and repair, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid class B or class A California driver's license. Certification in a variety of specialized areas of light and heavy duty equipment repair, such as air conditioning and break inspection, is highly desirable.

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

Knowledge of:

Practices, techniques and methods of equipment maintenance and repair; characteristics of complex mechanical, electrical and vehicle computer systems; use of microprocessor and mechanical diagnostic equipment; operational and maintenance characteristics of a variety of light and heavy duty vehicles and equipment; methods and techniques of leading, training and motivating assigned crews; applicable federal, state, and local laws, codes and procedures; principles of mathematics; record keeping; 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.

Ability to:

Lead and perform a wide variety of vehicle and equipment repair and maintenance activities; operate a variety vehicles, tools and equipment used in municipal public works activities; inspect, diagnose and repair mechanical, electrical and hydraulic systems; estimate time and materials for completion of projects; perform heavy manual labor; plan, organize and lead the work of subordinate staff; 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 diagnostic equipment and power and hand tools used in heavy and light duty equipment repair.