



## JOB DESCRIPTION

### Lead Mechanic

**Date Prepared:** September, 2015

**SUMMARY:** Under limited supervision, performs advanced and journey-level preventive maintenance and repairs to City vehicles, heavy equipment, and specialty support equipment. Work responsibilities extend to serving as a liaison to City departments regarding service requests, providing daily work direction to shop staff, and monitoring the operation and maintenance of the City's fuel stations; assumes the responsibilities of the Fleet Supervisor, when required.

**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:*

- Direct daily shop operations, assign work to mechanics, provide training to staff, oversee repair decisions, and determine work priorities.
- Perform quality control inspections on completed work.
- Update schedules, facilitate morning staff meetings, secure the fleet facility at the end of the shift.
- Communicate with departments and divisions regarding service requests.
- Accept and prioritize fleet assets for repair.
- Create work orders and notify customers for pickup.
- Communicate with outside agencies to resolve issues with compliance for licensing and permitting.
- Communicate with manufacturers and vendors to research and order parts, locate repair information and schedule outsource repairs.
- Dispatch mechanics to complete emergency field repairs and complete service repairs within remote locations of the City.
- Oversee major and minor repairs to automotive and heavy equipment systems.
- Oversee scheduled maintenance and repairs to Compressed Natural Gas (CNG) and liquid fueling stations, and related components.
- Oversee parts inventory.
- Inform Fleet Supervisor of all shop operations and events; monitor all scheduled and unscheduled work on a daily basis.
- Perform general and advanced diagnoses.
- Make minor or major repairs to systems and components.
- Utilize computer software programs.
- Maintain and update time and maintenance records.
- Maintain shop equipment and work areas.
- Read and interpret codes and repair manuals.
- Ensure all tasks are performed in accordance with applicable federal and state safety standards.
- Perform quality control inspections of completed work, including all retrofit, welding, and fabrication.

- Accurately apply correct diagnostic procedures.
- Disassemble components, and repair or replace defective parts.
- Respond to dispatches for field work, respond to emergency field repairs, and to non-duty emergencies.
- Attend safety meetings and administrative/technical training classes.
- Support the learning objectives of Victor Valley College Fleet Service Worker interns.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High School diploma OR GED equivalent; AND five years of experience, INCLUDING two years of supervisory or lead experience in the maintenance and repair of vehicles and heavy equipment within a municipal maintenance operation; OR an equivalent combination of education, training, and experience.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Ability to obtain a Class “A” or Class “B” Commercial driver’s license with tanker, air brake, and standard transmission, endorsements within nine months of hire (License requirement will be determined by the Fleet Supervisor).
- May be required to obtain a Forklift Operator certification.
- Completion of a two year trade school in automotive or truck repair and a Master Automotive Service Excellence Certification, and/or Heavy Truck Certification is highly desirable.

**Knowledge of:**

- Principles and practices of effective communication and employee supervision.
- Principles and practices of City Fleet asset maintenance and repair methods and techniques.
- Principles and practices of mechanical, electrical, and computerized systems within vehicles and equipment.
- Shop operations, including prioritizing, organizing, time management, problem resolution, and record keeping.
- Principles and practices of effective employee supervision.
- Network based work order systems, vehicle history records, and parts inventories.
- Federal Motor Safety Regulations.
- Legal service criteria for commercial vehicles.
- State Air Resource Board regulations and applicable air quality standards.
- Hazardous materials handling.
- Safety practices and procedures.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Record keeping.
- Meeting deadlines while adjusting workloads due to changing priorities.
- Reading and understanding technical manuals, blueprints, schematics, wiring diagrams, technical service bulletins, and parts catalogs.
- Using testing and measuring equipment.
- Using data resource and network-based support programs.
- Using shop equipment, including hand and power tools, and diagnostic equipment.
- Welding and fabrication.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.

- Operating a personal computer and various software applications; Microsoft Outlook, Word, Excel, MUNIS Financials and RTA Fleet Maintenance software.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors and outside agencies; applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in a variety of environmental conditions, indoors and out, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction, and have the ability to read printed material the size of typewritten characters, and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be able to lift heavy loads up to 75 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

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Department Head

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Date

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Personnel Officer

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Date