



Position Description

Position: Lead Mechanic

Department/Site: Public Works / Solid Waste/Fleet

FLSA:

Evaluated by: Mark A. Freiberger, PE

Salary Grade: 120

Summary

Under supervision of the Solid Waste/Fleet Supervisor, the Lead Mechanic is responsible for the day-to-day operation of the Fleet Team. Performs a variety of supervisory and skilled or semi-skilled tasks in maintaining all City of Sedro-Woolley owned and operated automotive, light, and heavy equipment in operational condition. All repairs, preventative maintenance, fabrication, and up-fits are performed with great accuracy and with an emphasis on timeliness and organizational priorities. This work primarily involves tasks including but not limited to diagnostics, mechanical repair, maintenance, and service of all types of automobiles and equipment. Because of the small size of the city staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

Distinguishing Career Features

The Lead Mechanic leads the Fleet Team in operation and maintenance of the city's vehicle and equipment fleet, including organizing, motivating, directing, and monitoring employees. This position requires a high level of skill, judgment and responsibility while working and ensuring the timely and efficient completion of equipment maintenance programs. The principal duties of this position are performed in an indoor environment, and occasionally in an outdoor environment, which may involve adverse weather conditions and related hazards. Positions at this level may provide instruction and assistance to lower-level Vehicle Technical Mechanic or Vehicle Servicing Mechanic workers. Positions at this level require six years or more of experience as a qualified mechanic.

Essential Duties and Responsibilities

This position leads and performs a variety of both automotive and equipment technician work, including, but not limited to, the following duties:

- Schedules, assigns, directs, monitors, motivates, and evaluates the work of lower tier mechanics; participates in the employee selection process and effectively recommends hiring; trains employees on equipment operation, new material installations, and proper procedures.
- Assists Division Supervisor with planning and implementation of solid waste operations including curbside garbage, commercial solid waste, recycling, and green waste, assists in coordination of city-wide equipment maintenance and repair.
- Follows established purchasing rules and completes required paperwork to acquire goods and services in the most economical method possible; obtains price quotes; writes specifications for new equipment and materials; selects

new equipment. Assists in the development of the budget, and monitors budget expenditures and recommends changes to the Division Supervisor.

- Develops, maintains, trains, and participates in required safety programs, in accordance with the Accident Prevention Policy.
- Interacts in a professional and respectful manner with city staff and the public. Maintains good public relations by informing the public of projects on or near their property and listening/responding to complaints or requests.
- Understand the operation of and be able to operate many different types of construction and specialty pieces of equipment.
- Perform journey-level general repair and maintenance work to all City automobiles, police vehicles, light and heavy trucks, gasoline and diesel engines, gasoline/electric hybrid engines/motors, tractors, sweepers, forklifts, emergency standby generators, graders, mowers, backhoes, solid waste trucks, fire trucks and other automotive and mechanical equipment.
- Diagnose, install, and repair alternative fuel vehicle systems such as propane, electric and hybrid systems.
- Inspect, diagnose, adjust, and replace as necessary parts related to hydraulic, pneumatic, cooling, fuel, and exhaust systems.
- Diagnose and repair hydraulic and air brakes, ignition systems, electrical systems, transmissions, differentials, rear axle assemblies; repair and install hydraulic systems and tune engines.
- Troubleshoot automotive and heavy-duty equipment using both factory and aftermarket computer diagnostic equipment.
- Weld and fabricate items for repair as well as for other department projects.
- Assist in controlling parts and equipment inventories. Will assist in parts acquisitions including retrieving bids and securing best possible prices and complying with City policies.
- Up-fit new police, fire and utility vehicles with all public safety equipment, including light bars, radios, decals, etc.
- Document all work in computerized Fleet Management system daily; research parts research parts, diagnose vehicles, and communicate with vendors and other City employees.
- Maintain and perform upkeep of shop and equipment which may include painting, sanding, scrubbing, pressure washing, cleaning and organizing.
- Perform related work as required as well as assist other Public Works departments as assigned.

Qualifications

Knowledge and Skills

The position requires in-depth technical knowledge of the approaches automotive and heavy equipment manufacturers use for system design and diagnostics. Requires advanced technical knowledge of the standard practices, techniques and tools used in repairing, maintaining, and overhauling gasoline, diesel, and other types of powered construction, maintenance, and automotive equipment. This includes and is not limited to engines, power transmission, vehicle handling, braking, cooling and emission control, and electrical and fuel systems. Requires special knowledge of electronic test methodologies and digital diagnostic tools. Requires knowledge of the principles and

methods used in preventive maintenance for automotive equipment. Must have in-depth knowledge of work hazards, safe work practices, and the procedures for handling and disposing of hazardous materials and refrigerants. Requires knowledge of service documentation requirement and practices and sufficient skill to write clear reports of service activity. Requires sufficient math skill to read, record, and compute measurements, ratios, and volumes. Requires sufficient human relations skill to convey technical concepts, rules, and regulations to staff members.

Abilities

Requires the ability to perform basic to complex gasoline and diesel engine vehicle maintenance and repairs, using appropriate diagnostic testing tools, techniques, and methodologies and access service and repair information from manufacturers and the internet. Requires the ability to operate power and hand tools common safely and skillfully to the trade of automotive repair. Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification. Requires the ability to work independently from customer comments and work orders. Requires the ability to estimate scope of work assignments in terms of labor and materials and secure necessary tools and materials to complete assignments. Requires the ability to perform a variety of maintenance and repair activities simultaneously. Must be able to keep accurate records and observe general safety procedures. Must be able to obtain a class B driver's license and learn how to safely operate City vehicles for purposes of testing.

Physical Abilities

Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires near and far visual acuity to drive, notice moving objects, read and write, and perform repair work. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

Education and Experience

- Graduation from high school or GED equivalent.
- Six (6) years' of increasingly responsible experience in the maintenance and repair of vehicles including heavy gasoline and diesel-powered equipment.
- Any equivalent combination of relevant education and experience.

Licenses Required

- Valid Washington State Driver's license with Class B CDL with Air Brake Endorsements, or the ability to obtain one within six months.
- Valid First Aid Card or ability to obtain one in six months.
- Forklift Certification, or the ability to obtain within six months.

Working Conditions

Work is performed indoors and outdoors where considerable safety considerations exist from exposure to fumes, chemicals, temperature extremes, and moving objects.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.