

## LEAD MECHANIC

*Department: DPW*  
*Divisions: Vehicle Maintenance*  
*Appointing Authority: DPW Director*

*Grade: T3*  
*Revision Date: 11/19*  
*Bargaining Unit: W*

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### Definition:

Highly skilled, technical and responsible work in the diagnosis, operation and maintenance of city owned vehicles, equipment and associative work. Organizes and directs routine work activities and operation for assigned division. Performs skilled manual labor in the diagnosis, repair and rehabilitation of city owned vehicles assigned to DPW, Police Dept, Fire Dept, School Dept and other departments and all other work that is logical to the position as required. Responsible for instructing, directing and setup for a group of employees engaged in similar work.

### Supervision:

Works under the general direction and supervision of the Field Superintendent or Assistant Field Superintendent, but functions independently in accordance with departmental operating procedures, standards and protocols.

Responsible for supervising, instructing and directing up to eight (8) employees performing similar work.

### Environment:

Work is done under typical Dept of Public Works conditions indoors and in the field outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous machinery or substances including chain and other types of saws, tractors, track driven vehicles, chippers, mowers, stump grinder, trucks, catch basin cleaner, baler, rubbish/recycling vehicles log loader or other tools and equipment requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions may involve walking and climbing on flat ground, uneven terrain or hills; work on ladders and staging; work on rooftops and other elevated positions; exposure to sun, wind, dust, heat, cold, rain, snow, trash, poison ivy, gasoline or diesel fuels/fumes, paint fumes, traffic, noise; walking moderate distance; carrying and lifting requiring physical strength and endurance; exposure to hazardous conditions; crouching, kneeling, reaching, twisting, repetitive motion.

Record keeping and scheduling includes use of computers for inventory, repair logs and other tracking and utilization systems.

Has contact with employees, personnel from other city departments and intermittently with the general public in answering questions, solving problems, receiving complaints, providing instructions, and supervising subordinates.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for the repair and maintenance of city owned vehicles and equipment. Uses computers, sophisticated diagnostic equipment, vehicle inspection equipment, and other instrumentation and equipment logical to the performance of work. Coordinates scheduling of vehicle repairs, assigns and supervises work in the division. Orders supplies and parts, fuels; maintains service records, fuel consumption data; prepares interdepartmental invoicing data. Performs skilled manual work as necessary; operates and tests heavy equipment and vehicles as necessary. Responsible for price checking while ordering parts and equipment to ensure “best price” for the standard required.

Performs tune-ups, repairs electrical systems, repairs hydraulic systems, adjusts brakes and clutches, adjust or replaces carburetors, replaces rods and gears, fits and adjusts valves and pistons, does front end work such as wheel alignment, removes and replaces clutches and transmissions, removes and disassembles diesel and gasoline engines, replaces faulty or worn parts, rebuild and overhaul engines and motors; hydraulic booster ,vacuum and air brake systems; fits and adjusts bearings, installs axles and fits pistons and rings, plowing and sanding equipment; performs auto body work and related welding and metal working duties such as replacing or fabricating metal parts, including painting bodies and fenders.

Accurately uses diagnostic equipment including scanners, engine analyzers, volt meters and ohmmeters, computer engine (DDCE) and computer electronic transmission systems; successfully operates drills, presses, grinders, reamers, air conditioning repair machine, and brake relining machines.

Performs winter work as assigned including plowing, sanding, snow removal with equipment or manually; removal of ice and clearing of public ways.

Supervises and directs a work crew in performance of duties above. Insures vehicles and equipment meet safety and emission standards. Insures proper safety gear is worn and safety protocol is followed on job sites under his/her direct supervision.

**Minimum Qualifications:**

**Education and Experience:**

Graduation from high school or educational level sufficient to understand and follow specific verbal or written instructions as demonstrated by attainment of a high school or vocational school education or equivalency; six (6) years or more of relevant experience, or a combination that enables performance of all aspects of the position and ability to effectuate results for wide variety of problems in a particular type of work.

**Knowledge, Ability and Skill:**

Knowledge of principles and practices used in assigned area of responsibility; in the methods, techniques, equipment and materials related to the maintenance and repair of a heavy equipment fleet. Must be

proficient in the use of computers. Thorough understanding of technical aspects and reasons of job, including ability to read and interpret complex instructions and manuals. Ability to communicate effectively orally and coordinate work so as to minimize losses and waste of material, time and productivity. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, representatives of other city departments, vendors and the general public. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required.

Thorough knowledge of principles and practice of heavy and light duty vehicle and equipment operation, maintenance and repair.

Ability and knowledge of standard caution protocol in performance of maintenance and repair operations, operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions.

Must work effectively and independently in situations where deviations and irregularities occur. Ability to inspect, analyze, evaluate, diagnose and correct heavy and light duty vehicles, equipment and process failures; ensure safety and professional work standards are set and maintained.

**Physical Requirements:**

Moderate to heavy physical effort required to perform manual tasks requiring consistent physical strength and endurance for extended periods and possibly under adverse weather conditions. Normal working day involves walking, standing, sitting, leaning with moderate to frequent body movements such as reaching, crouching, bending, twisting and repetitive motions, grasping, pulling and pushing materials up to fifty (50) lbs; may involve sustained uncomfortable physical positions. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

**Special Requirements:**

Must possess valid Massachusetts Class A Operator’s License or equivalent from reciprocal State (CDL) with Air Brake Certification and tanker endorsement; Hydraulic License/Massachusetts Hoisters License applicable to position. . Shall possess ASE Master Certification for heavy duty vehicles. Possession of ASE Master Certification for light duty vehicles and “L1” Advanced Engine Performance Certification preferred but not required. MA vehicle non-commercial inspection, commercial inspection and 7D school inspection licenses. Possession of automotive hand tools to complete work as assigned is required. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city’s policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations. Overtime hours may be required in unusual situations and emergencies.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved:**

**EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT**

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: 7/77, 11/09, 7/16, 3/17, 7/18, 11/19

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Department Head

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Mayor