

LEAD AUTOMOTIVE MECHANIC

Position Code: 2052

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 352

Location: Public Services

Approval Date: 2022

General Statement of Duties

An employee in this class performs service and repair on all automotive vehicles and equipment and supervises the work of a unit engaged in a wide variety of electrical, hydraulic, and mechanical repairs, operating equipment, and other maintenance-related activities. Work is performed under the regular supervision of the Fleet Superintendent.

Distinguishing Features of the Class

An employee in this class engages in a variety of highly skilled, complex work associated with the maintenance and repair of a wide variety of Town vehicles, trucks, and equipment. The employee is subject to working in inside and outside environments and exposure to various hazards including loud noises, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee must exercise judgment and initiative in carrying out assignments. This position requires more complex duties and independent judgment than that of the mechanics and requires initiative and leadership. This position is subject to after-hours work and callbacks. The employee is also responsible for the supervision and evaluation of all job performance on the automotive area and small equipment area of the Fleet Department.

Duties and Responsibilities

Monitors work of other personnel for accuracy, cleanliness, and safety.

Works with service advisor to adjust schedule as needed to keep the required number of assets operating efficiently.

Supervises and participates in the maintenance and repair of Town assets.

Troubleshoots, repairs, and maintains hydraulic and other operational systems of automotive equipment.

Oversees and assists in repairs of all town automotive vehicles and equipment.

Performs complex electrical, and mechanical repairs; assists other mechanics with more complex repairs

Performs NC Inspections as needed to maintain state compliance.

Troubleshoots and repairs HVAC systems.

Performs evaluations on assigned employees.

Responsible for keeping tool inventory in their assigned area.

Responsible for purchasing the necessary mechanic tools and equipment to perform required repairs.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of pertinent safety procedures.

Knowledge of State regulations for inspecting vehicles and ability to perform North Carolina State Inspection.

Knowledge of practices and procedures of vehicle and equipment maintenance.

Knowledge of methods and techniques of both standard and alternate diagnosis and repair of vehicle, heavy trucks, and equipment problems.

Knowledge of operation and procedures of shop equipment, tools, and machines for vehicle, engine, electrical, and equipment maintenance.

Knowledge of various test equipment for diagnosing automotive and equipment problems.

Knowledge of principles of operation of gasoline and diesel engines.

Knowledge of general repair procedures, such as for brakes and electrical systems.

General knowledge of welding and fabrication.

Ability to perform diesel and gas engine repairs, vehicle electrical system repairs, and HVAC systems repairs.

Ability to identify and resolve tool and equipment problems and needs.

Ability to establish and implement new mechanical methods.

Ability to understand and follow instructions.

Ability to maintain a clean and organized garage area.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

Minimum Education and Experience

High School diploma or GED and five to seven years of directly related experience; or an Associate's Degree from an accredited community college and three to five years of directly related experience, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid Class C NC Driver's License, Class-B NC Commercial Driver's License preferred.

Must complete 10 hours of leadership and supervision career development annually.

Possession of a valid ASE Automotive Certification and EVT Law Enforcement Vehicle Installation Certification.

Ability to obtain within two years and maintain

- Master ASE Automotive & EVT Law Enforcement Vehicle Installation Certification
- NC Safety & Emission Certification