



Equipment Maintenance Lead Worker

Summary

Plan, organize, and direct the work of a small crew of equipment mechanics; schedule maintenance on vehicles; maintain vehicle registration, service and smog records; perform mechanical diagnostic and repair work on a variety of automobiles, trucks and heavy construction equipment.

Class Characteristics

General supervision is provided by the Public Works Manager; responsibilities may include indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Provide lead direction, training, and work review to assigned staff; establish preventive maintenance schedule for vehicles; maintain shop records including maintenance, smog, and vehicle registration records; maintain inventory of fuels, oils, and parts; identify and arrange for major repairs and modifications to equipment to be done off-site.

Diagnose and perform repairs to engines, involving inspection and replacement of broken or worn parts.

Diagnose, repair, clean, adjust and install fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring, switches, batteries and radiators, thermostats, and water pumps.

Diagnose and repair power transmission systems including such parts as clutch, differential units, front and rear axles, gears, bearings, universal joints and hydraulic units.

Diagnose, repair, and adjust steering mechanisms and other controls.

Inspect vehicles in the shop and field. Road tests vehicles; drive trucks or equipment as required.

Diagnose engine electronic computer units using a diagnostic scope.

Diagnose and perform electrical, hydraulic, and other repairs in the shop or field.

Fabricate and install parts using gas and arc welding equipment.

Perform preventive maintenance work on construction equipment, heavy trucks, automobiles, light trucks and other vehicles and equipment.

Diagnose, repair, and maintain vehicle air brakes, hydraulic systems, and associated power take-off equipment.

Modify and fabricate new parts for truck bodies and similar equipment.

Install and repair power takeoff equipment such as small electric cranes, hoists and small hydraulic lift equipment.

Remove, repair, and replace wheels and tires.

Complete forms and keep accurate maintenance records.

Use and maintain a full set of hand, power, and shop tools and equipment related to the work.

Observe safe work methods and utilize safety equipment related to the work.

Perform related duties as assigned.

Skills/Abilities:

Plan, assign, direct, and review the work of others.

Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and equipment.

Operate and maintain a variety of hand, power, and shop tools and equipment used in the work.

Estimate labor, material, and equipment, and orders parts required to complete assignments.

Exercise independent judgment and initiative without close supervision.

Prepare accurate records and reports.

Read and interpret manuals, specifications, and drawings.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Preventive maintenance practices and techniques.

State vehicle regulations regarding registrations and smog control.

Basic inventory and parts management practices.

Methods, techniques, parts, tools, and materials used in the maintenance and repair of diesel and

gasoline-powered vehicles.

Operation and maintenance of a wide variety of hand, power and shop tools, and equipment common to the field.

Safe work methods and safety regulations pertaining to the work shop mathematics.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Three years of journey level experience of the maintenance and repair of vehicles and/or heavy construction equipment. Completion of a recognized apprenticeship in the vehicle/equipment repair trade is desirable.

Certifications/Licenses

Possession of a valid California Class C driver's license.

Positions in these classifications are subject to drug and alcohol testing (DOT) pursuant to Federal Law.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Public Works

FLSA Status: Non-exempt