

SENIOR MECHANIC

GENERAL PURPOSE

The Senior Mechanic is the lead mechanic and is responsible for the operation, scheduling, and maintenance of City vehicles and equipment. The Senior Mechanic supervises the Mechanic position and provides leadership to the Fleet Division of Public Works

SUPERVISION RECEIVED

Works under the close supervision of the Public Works Superintendent and the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision on assigned mechanics or maintenance crews assigned to the fleet division

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, and prioritizes a variety of activities including day to day routine maintenance, short and long term goals, annual objectives, special projects, and crisis situations and oversees and participates in their execution.

Coordinates vehicle and equipment maintenance with Public Works and Police Department personnel to insure they are properly maintained to adequately service the City.

Maintains all vehicle information including acquisition date, annual mileage, and all maintenance and service records

Performs major and minor maintenance on vehicles and equipment.

Checks fuel, lubrication, cooling, battery, and hydraulic system fluid levels and replenishes as necessary. Pressure lubricates equipment, packs bearings, drains and fills reservoirs with specific lubricant.

Inspects automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.

Checks tire wear, ensures proper tire inflation. Rotates, repairs and maintains tires.

Ensures the working environment in the garage and equipment yard is safe and clean. Assists in the implementation of garage policies and procedures.

Washes equipment as needed.

Installs and adjusts headlights.

Operates vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.

Coordinates work with commercial shops for specialized repair work as necessary.

Welds and performs body work and paints equipment as needed. Senior mechanic may perform related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school diploma or GED equivalent plus five years specialized experience and training in mechanics, maintenance management, or a closely related fields.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the principles and techniques of personnel supervision, motivation and training; standard practices, equipment and materials used in park, landscape, street and facility maintenance; occupational hazards and safety procedures.
- (B) Knowledge of mechanical parts of automotive equipment, lubricants and fuels and their proper use, internal combustion and diesel engines, welding equipment, air tools, grinders, drill press, multimeters and engine hoist.
- (C) Skill in operation of tools and equipment.
- (D) Ability to understand and follow oral and written instructions; change and repair tires for light and heavy equipment; drive automotive equipment safely; lift heavy automotive parts and tools; maintain cooperative working relationships with those contacted in the course of work; and be willing to work other than an 8-hour shift.

Ability to plan, supervise, schedule and evaluate work of employees; ability to communicate effectively, orally and in writing, and relate well to the public, superiors, subordinates and other departments of the City; ability to develop new ideas for equipment and manpower efficiency and beautification and preservation of streets, parks and facilities; ability to keep records and prepare reports; ability to carry out Department policies and procedures; ability to work in a safe, productive manner and indoctrinate subordinates in safe work practices; ability to operate department equipment and vehicles.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's Class C license is required. Possession of a valid California Motor Vehicle Operator's Class B license is desired.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective:

Revised: 3/2015