

## **LEAD MECHANIC**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the work of staff responsible for performing skilled inspection, diagnosis, repair, and maintenance of a variety of large and small vehicles and equipment, including electric, gasoline, diesel, and other powered equipment, emergency generators, and maintains fuel dispensing system.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned maintenance staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the Mechanic class series responsible for performing maintenance and repair duties, as well as the most complex duties, required to ensure that College vehicles including maintenance, farm, and grounds equipment are maintained in a safe and effective working condition and provide the highest level of safety for staff use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of vehicles and equipment in a timely manner. This class is distinguished from the Mechanic in that the Lead Mechanic has the responsibility for assigning jobs and ordering or determining the need for materials and supplies. In addition, the incumbent oversees work.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Provides direction, training, work review, and evaluation to maintenance staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Provides input into selection decisions, disciplinary matters, and other personnel decisions.
3. Trains staff in the proper and safe use of equipment, systems, and supplies; maintains equipment and supplies in good working condition; observes safe work methods and makes appropriate use of related safety equipment as required.
4. Maintains fuel dispensing system.
5. Performs skilled mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of vehicles and maintenance, farm, and all heavy and light grounds and sports field equipment, including electric, battery-powered, hybrid, solar-powered, gasoline, propane, diesel, and other powered generators, engines, and equipment.
6. Evaluates maintenance, servicing, and repair needs; reads and interprets schematics and diagrams; inspects and diagnoses mechanical malfunctions; maintains routine records of work performed.

7. Changes oil, transmission, brake, and other fluids according to prescribed procedures; follows laws, rules, and regulations regarding the disposal of hazardous waste.
8. Overhauls, rebuilds, and tunes engines and carburetors; repairs electric motors and associated power controls, automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases, and rear ends.
9. Diagnoses, repairs, and rebuilds engine electrical and ignition systems, such as distributors, coils, alternators, starters, cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment. and related systems.
10. Adjusts and replaces brakes; maintains, rebuilds, and replaces air and hydraulic brake system components; changes, repairs, and balances tires.
11. Makes basic repairs of motors, engines, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, and hydraulic and air systems, including proper testing and adjustments.
12. Performs minor auto body and glass repairs, welding, and fabrication on various types of machinery and equipment.
13. Operates a variety of specialized electronic diagnostic equipment and machinery including a computer.
14. Utilizes fleet maintenance and work order system(s) to diagnose, maintain, and repair vehicles and maintain records of maintenance and repair work performed.
15. Performs repair work on other College equipment and systems as necessary.
16. Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
17. Observes safe work methods and makes appropriate use of related safety equipment as required.
18. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
19. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
20. Provides needed information and demonstrations concerning how to perform certain work tasks.
21. Operates equipment to test functionality of mechanical components as necessary.
22. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
23. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
24. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
25. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
26. Maintains regular attendance.
27. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of providing technical and functional direction and training to assigned staff.
2. Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of vehicles and maintenance, farm, and grounds equipment.
3. Operation, theory, and principles of electric, gasoline, and diesel engines.
4. Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment.
5. Automotive emissions systems repair.
6. Diagnostic procedures for vehicles and equipment.
7. Technical aspects of analog and digital electronic equipment installed in vehicles.
8. Operation, maintenance, and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
9. Automotive and equipment servicing and preventive maintenance practices.
10. Troubleshooting and repair principles and practices.
11. Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the scope of work assigned mechanic positions.
12. Safe work methods and safety practices pertaining to the work.
13. Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.
14. Safe work practices, including safe\_driving rules and practices.
15. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
16. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

### **Skills & Abilities to:**

1. Plan, prioritize, coordinate, schedule, assign, and oversee activities of assigned personnel.
2. Maintain established quality control standards.
3. Train others in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Diagnose and repair a variety of mechanical and electrical problems of vehicles and equipment.
6. Read and comprehend schematics, fabricate special bodies, parts, and essentials as necessary.
7. Locate and diagnose problems using electronic and mechanical diagnostic equipment.
8. Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and equipment.
9. Read and interpret instruction manuals and diagrams.

10. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
11. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
12. Operate modern office equipment including computer equipment and software programs.
13. Make accurate arithmetic calculations.
14. Safely operate and maintain a variety of assigned College equipment and vehicles.
15. Organize own work, set priorities, and meet critical time deadlines.
16. Communicate effectively through various methods.
17. Understand scope of authority in making independent decisions.
18. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

1. Equivalent to the completion of the twelfth (12<sup>th</sup>) grade; and
2. Five (5) full-time equivalent years of responsible experience independently performing repair of automobiles, trucks, or power-driven equipment.

#### **Licenses and Certifications:**

1. Possession of, and ability, to maintain a valid California driver's license.
2. Possession of, and ability to maintain, valid proof of automobile insurance.
3. Successful candidate(s) will be required to take and pass a physical exam.

#### **Preferred Qualifications:**

1. Possession of, or ability to obtain, an Environmental Protection Agency (EPA) Section 609 Technician Certification within probationary period.
2. Possession of a valid Automotive Service Excellence (ASE) Certification(s) for autos.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment, and machinery; to operate a motor vehicle and drive on surface streets to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel-powered maintenance, farm, and grounds equipment; strength, stamina, and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in

operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Incumbents may interact with staff when trying to diagnose and/or resolve an equipment related problem.

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