

## 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 Director, Grounds & Transportation. 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 District vehicles and 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.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides lead direction, training, and work review and evaluation to assigned maintenance staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters, and other personnel decisions.
- Trains staff in the proper use of equipment, systems and supplies; maintains equipment and supplies in good working condition.
- Maintains fuel dispensing system.
- Performs skilled mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of vehicles and equipment, including electric, gasoline, propane, diesel, and other powered generators, engines and equipment.
- Evaluates maintenance, servicing, and repair needs; reads and interprets schematics and diagrams; inspects and diagnoses mechanical malfunctions; maintains routine records of work performed.
- Performs routine maintenance safety checks and inspections; prepares vehicles for inspections; performs preventive maintenance to electric, gasoline, propane, diesel, and other powered systems.
- Changes oil, transmission, brake, and other fluids according to prescribed procedures; follows laws, rules, and regulations regarding the disposal of hazardous waste.
- Overhauls, rebuilds, and tunes engines and carburetors, repairs electric motors and associated power controls.
- Overhauls, repairs, and adjusts automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases, and rear ends.
- Diagnoses, repairs, and rebuilds engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems.
- Adjusts and replace brakes; maintains, rebuilds, and replaces air and hydraulic brake system components; changes, repairs, and balances tires.
- Diagnoses and repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.

- 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.
- Performs minor auto body and glass repairs.
- Operates a variety of specialized electronic diagnostic equipment and machinery including a computer.
- Performs preventive maintenance work on vehicles including inspections, lubrication, and oil changes.
- Utilizes fleet maintenance and work order system(s) to diagnose, maintain, and repair vehicles.
- Performs welding and fabrication on various types of machinery and equipment.
- Performs repair work on other District equipment and systems as necessary.
- 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.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Maintains records on maintenance and repair work performed.
- Operates equipment to test functionality of mechanical, components as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of providing technical and functional direction and training to assigned staff.
- Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of vehicles and equipment.
- Operation, theory, and principles of electric, gasoline and diesel engines.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Automotive emissions systems repair.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of analog and digital electronic equipment installed in vehicles.
- Operation, maintenance and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
- Automotive and equipment servicing and preventive maintenance practices.
- Troubleshooting and repair principles and practices.
- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the scope of work assigned mechanic positions.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills & Abilities to:**

- Plan and oversee activities of assigned personnel.
- Maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Diagnose and repair a variety of mechanical and electrical problems of vehicles and equipment.
- Read and comprehend schematics, fabricate special bodies, parts, and essentials as necessary.
- Locate and diagnose problems using electronic and mechanical diagnostic equipment.
- Accurately estimate time, materials and supplies necessary to complete repairs.
- Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and equipment.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Operate a truck and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of responsible experience independently performing repair of automobiles, trucks, or power driven equipment.

**Licenses and Certifications:**

- Possession of and ability to maintain a valid California Driver's License.
- Possession of or ability to obtain an Environmental Protection Agency (EPA) Section 609 Technician Certification within probationary period.
- Possession of a valid A.S.E. Certification(s) for autos is desirable.

### **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 and construction 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to ~~75~~ (50) pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees 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. Employees may interact with staff when trying to diagnose and/or resolve an equipment related problem.