

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** LEAD MECHANIC

**GENERAL FUNCTION:**

To oversee, and maintain the City's fleet and equipment by inspecting, servicing, diagnosing, overhauling, repairing, and modifying equipment and machinery. Performs duties of mechanic, fabricator, and welder. Establishes schedules, prioritizes work, and maintains records and parts inventory in computer database.

**Duties and Responsibilities:**

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Services, maintains and repairs in the shop and in the filed, all types of equipment and vehicles, such as construction equipment and heavy trucks, tractors, cars, pickups, fire apparatus, small equipment and small engines.
4. Performs routine preventative maintenance work in the following areas; cooling systems; lube/oil/filter; transmissions; tune-ups; suspension systems; changing tires; and services electrical and air conditioning systems.
5. Performs fabrication and component building to meet specialized needs of departments, i.e. Police and Fire.
6. Sets up new equipment with specialized accessories such as light bars, radios, cell phones, etc.
7. Diagnoses and performs repairs on brakes, electrical systems, suspension systems, heating and air conditioning, tires, drive trains, hydraulics, gas and diesel engines, and exhaust systems.
8. Operates shop equipment including computer, arc and wire feed welders, brake lathe, grinders, cutting torch, electrical engines analyzers, scanning

tools, and various other tools and testing or regulating equipment used in automotive and heavy equipment repair.

9. May assist other Public Works divisions during emergencies, i.e., winter weather conditions, putting on chains, sanding and snowplowing.
10. Develops and maintains maintenance and inspection schedules. Prioritizes work schedules for the division. Assigns work to appropriate staff and oversees work for completeness and accuracy.
11. Purchases parts and supplies pursuant to City's policies. Maintains computer record systems. Prepares draft-billing information for repairs/parts for clerical staff to process.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

1) Job Preparation:

a) Education:

- i) Graduation from high school or completion of the equivalent GED certificate. Mechanic trade school or equivalent Associates Degree may be used to replace up to two (2) years of experience. Three (3) years of journey level experience in the repair, modification, maintenance and adjustment of light and heavy equipment necessary to repair and maintain city vehicles.

b) Training:

- i) Specialized skills required include welding and fabricating, basic computer skills, electronic engine analysis, scanning tools; use of power and hand held tools and equipment necessary to repair and maintain city vehicles and equipment.
- ii) Within thirty (30) day's must obtain valid Commercial Driver's License with tanker endorsement and must obtain DEQ Certification (vehicle emission) within 6 months of appointment. ASE certification in applicable classes, preferred.

This position will be required to maintain and/or qualify for ASE certifications, as responsibilities require.

2) Supervision:

Received: Receives limited supervision as needed by the Operations Manager who assigns policy and reviews at divisional level for effectiveness and results obtained, as well as conformance to departmental rules and regulation, and Federal and State vehicle requirements and regulations.

Exercised: Provides technical supervision to staff. Provides limited functional supervision generally associated with scheduling work, training, arranging work schedules, etc. Participates in performance evaluations, hiring and functional supervision at request of the Operations Manager. May be assigned to train utility worker positions on the maintenance of equipment, controls, etc.

3) Communication:

Relationships maintained outside the City organization are with vendors for division purchases and professional group.

Contacts made with other City departments include daily communications with Police, Fire, Public Works and Parks regarding equipment repairs and infrequent contact with other departments regarding their equipment repair needs.

Contact with City residents is infrequent.

4) Cognitive Functions:

Federal and State vehicle requirements and regulations including DEQ emission standards, equipment manufacturer's recommendation practices, and departmental policies, rules, and regulations govern work.

May have input on policies and procedures regarding vehicle and equipment operation and repair.

Errors could result in personal injuries to operator or public due to damaged or improperly maintained equipment or delay in providing services caused by vehicles not being available.

Precedent is available to resolve most problems except new vehicles set up and fabrication.

Innovation is required to fabricate or adapt parts for intended uses when manufactured parts are not available.

Decisions most often made in the course of work include prioritizing work, diagnosing problems, and whether to repair or replace items considering safety of equipment and vehicle operator.

5) Working Conditions:

Adverse working conditions include lifting up to 50 pounds occasionally and 25 pounds regularly, of parts and equipment and working environment may be collide and wet.

Physical risks exposed to include: hazardous physical conditions; exposure to carbon monoxide; electric shock from power tools; exposure to solvents; and automotive paint products.

Has regular workweek. May be called back on unpredictable basis for emergency equipment repair, or unscheduled City responses.

6) Resource Accountability:

Records maintained include work orders on all vehicles and equipment, maintenance scheduling, fuel and oil consumption records, calibrations records, and DEQ certificates, records, and emission analysis.

May commit City resources for division supplies and equipment costing up to \$1000 without higher approval.

*The job classification 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.*