

LEAD MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To supervise the City's fleet repair services; provide skilled mechanical work in diagnosing, repairing and maintaining a variety of mechanical, hydraulic and electrical systems on City light and heavy gasoline and diesel power-driven vehicles and equipment; to perform preventive maintenance duties; to schedule daily work priorities, maintain inventory and records for mechanic shop; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management. Exercises direct supervision over shop mechanics and lube technicians.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Plan, prioritize, assign, supervise, review and participate in the work of technical assigned staff.
2. Create and maintain service and maintenance schedules for City of Forest Grove vehicle fleet and equipment; schedule appointments with departments and outside agencies for vehicle service, including DEQ air quality testing services; determine and coordinate daily work priorities for shop.
3. Generate computerized repair orders and track progress through completion; ensure repair orders and timesheets of employees in shop are complete and accurate; registers and insures new City vehicles;
4. Acts as City's underground storage tank operator as required by State of Oregon; performs mandatory annual and monthly reporting to the State; monitors City's gas station and performs required leak tests.
5. Perform skilled mechanic duties including troubleshooting, diagnosing and repairing gasoline and diesel powered automotive, heavy and light construction and other power-driven equipment.
6. Inspect, diagnose, repair and adjust a variety of systems on light and heavy equipment and vehicles, including fuel injection systems, antilock brake systems, electrical systems, hydraulic systems, air conditioning systems, fuel management systems, transmissions, steering and suspension components, clutches and engine sensors.
7. Inspect motorized and mechanical equipment; diagnose problems and determine extent of necessary repairs; perform routine preventive maintenance.
8. Overhaul, repair and adjust engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps; fit and adjust bearings; install axles and wheels.
9. Convert automobiles from standard production units to law enforcement vehicles; install decals and numbers on units; fabricate and install specialized equipment on units such as amplifiers and light bars.
10. Diagnose, maintain and repair electrical system components, ignition systems, alternators, starters and batteries.

CITY OF FOREST GROVE
LEAD Mechanic (Continued)

11. Diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
12. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.
13. Tune up engines by replacing ignition parts; recondition and adjust carburetors and fuel injection systems; repair and maintain emission control systems.
14. Repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.
15. Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment; fabricate and modify tools as needed.
16. Maintain and repair shop equipment; clean and maintain assigned work area; dispose of hazardous materials according to established procedures.
17. Estimate time, materials and equipment required for jobs assigned; order, track and maintain parts inventory for shop using computerized tracking system; assist in creating specifications for new vehicles and equipment; submit budget requests and justification to supervisor for inclusion in the annual departmental budget.
18. Perform service calls on job sites to perform minor repairs.
19. Perform safety inspections on all City vehicles and ensure all repairs have been completed.
20. Maintain and keep a written work history on each vehicle.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a fleet maintenance and repair program.

Principles of supervision, training and performance evaluation.

Current methods, equipment, tools and materials used in the overhaul, repair and adjustment of gas and diesel powered equipment and vehicles.

Operating and repair characteristics of a wide variety of light and heavy equipment systems including electrical, hydraulic, brake, air conditioning, fuel, ignition, steering, suspension and transmission.

Methods and techniques of performing preventive maintenance.

Methods and techniques of performing diagnostic troubleshooting services.

Methods and techniques of metal fabrication and welding.

Principles and procedures of hydraulic systems.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

State of Oregon regulations related to underground fueling stations.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Perform mechanic work in diagnosing, troubleshooting and repairing the full range of vehicles, equipment and components.

CITY OF FOREST GROVE
LEAD Mechanic (*Continued*)

Use and operate a variety of tools and testing equipment in a safe and effective manner.
Accurately diagnose mechanical, electrical and hydraulic repair needs.
Estimate the cost and time of repairs.
Operate a variety of tools and equipment in a safe and effective manner.
Perform gas and electric welding activities.
Perform safety inspections and identify safety hazards.
Maintain a variety of shop and repair records.
Operate a computer to perform data entry and record management activities.
Read and comprehend complex written repair manuals, schematics and other written materials.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive maintenance or a related field.

Experience:

Two years of increasingly responsible automotive and equipment maintenance and repair experience, including responsibility for record keeping and scheduling work priorities.

License or Certificate

Possession of an appropriate valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Shop environment; occasional field environment; exposure to noise, grease, smoke, fumes and gases.

Mobility: Incumbents require sufficient mobility to walk, stand, kneel, or bend for prolonged periods of time; heavy, moderate or light lifting; and operate motorized equipment and vehicles.

Vision: Vision to properly diagnose mechanical problems, distinguish colors, and operate assigned equipment.