



## CLASS SPECIFICATION

Class Title: Lead Mechanic

Department: Public Works

Class Code: 187

Eff. Date: 08/05/09

Grade: 18

### GENERAL PURPOSE

Under general supervision of the Vehicle Maintenance Supervisor, performs semi-skilled and skilled mechanical maintenance work on diesel and gasoline engines, automobiles, heavy construction equipment, and other County equipment.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

May supervise staff; assists in hiring and training new employees; conducts performance appraisals in compliance with County policies and procedures; assigns and monitors work; ensures compliance with safety standards; records data and completes documentation of maintenance records and forms on the work performed; orders necessary parts and supplies to efficiently and economically repair county vehicles.

Assists the VMS in training other mechanics; assists other mechanics with complex maintenance and repair activities.

Notifies County departments when vehicles are ready; occasionally resolves complaint and issues with other department officials and their employees; performs on-call vehicle maintenance duties in the absence of the VMS.

Performs equipment service and repair duties on diesel and gasoline engines; inspects, diagnoses, adjusts and repairs automobiles, heavy construction equipment, and stationary equipment for county departments.

Performs yearly State safety inspection on County vehicles.

Disassembles equipment and component parts; cleans, inspects and replaces parts; uses diagnostic testing and calibrating equipment.

Works on brakes, transmissions, exhaust and suspension systems; performs overhauls and makes electrical repairs; performs repair work on heavy duty hydraulic systems; operates automotive shop equipment, including hand and pneumatic tools.

Performs maintenance on county equipment such as welding, vehicle service, fabrication, etc.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school plus three (3) years of full-time experience as a journey mechanic; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must possess and furnish common automotive tools.

Possess or obtain within six (6) months of hire date, a valid certificate as a qualified safety inspector through the Utah Highway Patrol Vehicle Safety Section.

Must possess a valid Utah Driver License; must possess a current Utah Class A Commercial Driver License (CDL) and A DOT medical card; must possess or obtain within six (6) months of hire date a tanker endorsement, motorcycle endorsement, and bus endorsement.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: gasoline and diesel engines; drive trains and vehicle electrical systems; methods, materials, tools, and standard practices of mechanics trade; principles or operation of internal combustion engines; vehicle hydraulic systems; power tools and equipment; hazards and safety precautions.

Skill in: operating a variety of vehicles and heavy equipment; the use of a variety of mechanic's hand and power tools and diagnostic testing equipment used in mechanical repair; keyboarding.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign and supervise the work of others; complete all appraisals accurately. Maintain detailed notes on employee performance. Conduct employee interviews to correct unproductive performance problems. Maintain accurate employee performance objectives and training records. Troubleshoot, diagnose, and repair mechanical problems and malfunctions in a variety of gas and diesel vehicles with accuracy and speed; ensure compliance with and follow standard safety practices and procedures common to equipment maintenance work; maintain written records of repairs and maintenance on vehicles and equipment; operate a variety of vehicles and heavy equipment; frequently lift, carry, and otherwise move objects weighing up to 100 lbs.;



## CLASS SPECIFICATION

communicate effectively (orally and in writing); follow written and oral procedures and instructions; establish and maintain effective working relationships with supervisors, vendors, other employees, and the general public.