



## Lead Equipment Mechanic

### Definition

Under general direction of the Public Works Supervisor, this classification performs advanced journey-level work in the inspection repair, and/or overhaul of a wide variety of city-owned or operated heavy, medium, light and small equipment, their components, systems and accessories; provides lead supervision over assigned vehicle/equipment maintenance personnel; advises the Public Works Supervisor of the need to outsource repairs and the need for new vehicle/equipment procurement; and assists in training of Equipment Mechanic personnel.

This class is distinguished from the Equipment Mechanic in that the Lead Equipment Mechanic provides lead supervision over assigned vehicle/equipment maintenance personnel and performs specialized skilled equipment maintenance work.

### Typical Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Performs advanced journey-level work in the inspection, repair, and/or overhaul of a wide variety of City-owned or operated heavy and light equipment, their components, systems and accessories. This includes, but is not limited to: light and medium trucks, construction equipment, landscape equipment, automobiles, small gasoline engines, and similar equipment.

Provide lead supervision over assigned vehicle/equipment maintenance personnel; review work and control quality of work; provide input into employee evaluations.

Assist the Public Works Supervisor in developing work plans, procedures and schedules.

May handle complaints and answer questions from the operating departments.

Electronically updates and maintains accurate fleet and equipment asset inventory system.

Operates a variety of hand, power and shop tools.

Performs equipment inspections, adjustments and certifications.

Maintains records of time and materials; assist the Supervisor with budget.

Performs routine safety and preventative maintenance inspections of motorized vehicles and equipment.

Maintains accurate and efficient inventory of parts.

Services automatic transmissions.

Adjusts hydraulic and air brakes.

Maintains the shop in a clean, organized, safe and orderly manner.

Operates equipment and vehicles assigned to the garage.

Performs minor welding and metal fabrication.

Performs other related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

Methods, techniques, parts, tools, and materials used in the maintenance and repair of diesel and gasoline-powered vehicles and equipment, including testing, diagnosis, and limited repair of electrical components and systems, cooling, emission/fuel, hydraulic and anti-lock brake systems.

Principles and practices of assigning, reviewing and evaluating others' work.

Operation and maintenance of a wide variety of hand power and shop tools and test equipment common to the profession.

Environmental and safety practices, procedures and standards as used in a modern maintenance and repair facility.

Automotive equipment and servicing methods.

Vehicle lifts (above ground).

Hydraulic oils and lubricants used in automotive servicing.

#### **Ability to:**

Understand and follow oral and written instructions.

Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public.

Operate and maintain a variety of hand, power, and shop tools and equipment.

Diagnose and repair diesel and gasoline-powered vehicles and equipment.

Perform daily record keeping and reporting.

Maintain shop tools and equipment.

Assign, review and evaluate work of others.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work; work in a team-based environment and achieve common goals.

Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift and carry weight of 50 pounds as necessary to perform assigned duties.

Effectively handle multiple priorities, organize workload, and meet strict deadlines.

Assign and review the work of others and effectively provide training to vehicle/equipment maintenance personnel.

### **Education and Experience**

Graduation from high school or equivalent, and 4 years experience as a journey person or Equipment Mechanic with City Cupertino. Service Writing experience desired.

### **Licenses and Certifications**

Possession and maintenance of the following State of California Licenses and Certificates is required at time of application and for the duration of employment:

Valid Class C driver's license required.

Valid Class B driver's license required or ability to obtain within one year.

ASE (or equivalent) Certified Automobile Technician (A5) - Automobile required.

Additional two (2) ASE (or equivalent) licenses/certifications from the following required:

A1 through A9

E1 through E3

T1 through T8

ASE (or equivalent) Certified Light Duty Hybrid/Electric Vehicle Specialist required or ability to obtain within one year.

Forklift certification required or ability to obtain within one year.

Welding certification desired or ability to obtain upon request.

Incumbents shall be required to obtain and maintain the above requirements for the duration of employment and any other license(s) and/or certificate(s) that may be required by future regulation for

the performance of the job duties.

**Special Conditions**

May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations.

FLSA: Non-exempt

Est. 5/2015