



City of Woodland

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## **SENIOR EQUIPMENT MECHANIC**

### **DEFINITION**

To perform skilled maintenance and repair of vehicles and equipment; and to assist in administrative duties of the division. Provide technical and functional oversight over assigned skilled and semi-skilled personnel in the Equipment Services Division.

### **SUPERVISION RECEIVED AND EXERCISED**

This is the lead supervisor class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance and repair duties and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all technical aspects of assigned area of responsibility. General supervision is provided by the Fleet and Facilities Manager. Responsibilities include providing lead supervision and technical training for skilled and semi-skilled personnel.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

Plan, schedule, prioritize and assign maintenance and repair work in consultation with the Fleet and Facilities Manager; communicate status of repairs to appropriate personnel in other City departments and divisions, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities. Oversee and review the work of employees assigned to troubleshoot, overhaul, repair, and maintain heavy and light gasoline and diesel-powered vehicles and equipment; participate in performing routine maintenance and repair work. Inspect and evaluate equipment; estimate time and material requirements; provide technical assistance to assigned equipment maintenance personnel; review and monitor completed work. Perform difficult, technical, and complex equipment repair and maintenance tasks, including locating and diagnosing complex mechanical defects; fabricate special bodies, parts, and essentials as necessary. Inspect and evaluate to ensure quality control standards are met. Work cooperatively with others. Regular and consistent attendance.

## **OTHER JOB FUNCTIONS**

Recommend special work required or necessary equipment maintenance; obtain estimates for required services and materials as directed. Train employees in work methods, use of tools and equipment, and relevant safety precautions. Ensure the proper maintenance, repair and storage of all shop tools and equipment. Ensure a clean and safe work environment for all division employees; recommend corrective action to the Fleet and Facilities Manager when necessary. Order needed supplies; ensure maintenance of an adequate inventory to accomplish assigned jobs. Maintain required labor, equipment and material records and submits reports as directed; assists in developing budget figures for the division. Provide input into performance evaluations and disciplinary matters. Drive vehicles and operates a wide variety of equipment. Respond to emergency situations as necessary. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, techniques, methods, materials, tools and equipment used in the repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment, CAL/OSHA requirements, and other relevant codes and regulations. Use of flat rate manuals. Federal and State inspection requirements and procedures for heavy road equipment. Safe work methods and safety practices pertaining to the work. Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work. Lead supervision and basic principles of training.

### **Skills to:**

Enter data into Fleet Management system. Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment; make extensive repairs, and proper testing and adjustments. Operate a wide variety of power hand tools in a skillful manner. Use computer diagnostic equipment. Conduct safety inspections and establish safe procedures; inspect the work of others and maintain established quality control standards.

### **Ability to:**

Plan, schedule, and oversee activities of an equipment maintenance program. Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary. Identify and implement effective course of action to complete assigned work. Estimate needed materials and labor and secure sufficient quantities. Understand, follow and train others in proper and safe work procedures. Work effectively without immediate supervision. Understand, carry out and issue clear oral and written instructions. Prepare and maintain a variety of accurate records and reports. Establish and maintain cooperative and effective relationships with those contacted in the course of work.

**Minimum Education and Experience:**

**Education:**

High school diploma or equivalent, supplemented by technical or college level training in the automotive maintenance and repair field.

**Experience:**

Three years of journey level work in automotive and heavy equipment maintenance and repair, with broad exposure to a variety of trucks, diesels, specialized road equipment, and hydraulic systems. Prior lead work experience desirable.

**License or Certificate:**

Licenses

Required upon hire, possession of a valid Class C California Driver's License.

Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

Required upon hire and maintained during employment, possession of a minimum of six valid ASE certifications, one of which must be A5 Automotive Brakes or T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Possession of Fire Equipment Mechanic Certification and additional ASE certification is desirable.

**COUNCIL ACTION: February 1, 2011**