

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Lead Equipment Mechanic*
Department: *Public Works*
Reports to: *Director of Public Works*
Status: *Non-exempt*

Job Summary:

The Lead Equipment Mechanic is responsible for day-to-day operations and customer services of the City's equipment shop, fleet, and other equipment. Leads, directs and instructs assigned employees, and performs troubleshooting, maintenance and repair functions for a wide range of gasoline and diesel powered vehicles and specialized construction, maintenance, fire, police and other equipment in the City shop or field as necessary. The position also works with the Public Works Director and Budget & Purchasing Specialist on short and long range planning.

Essential Job Functions:

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Direct and supervise the mechanic and other assigned employees, instruct and train in safety, methods and techniques, and for compliance with applicable specifications and standards. Participate in employee performance evaluations and recommend disciplinary actions as necessary.
2. Perform inspection of new vehicles and equipment to ensure conformance with order specifications as to fit, finish, function and overall serviceability.
3. Make regular or on call maintenance repairs in the shop or emergency repairs in the field on equipment such as police cars, fire equipment, pick-ups, front-end loader, single and tandem axle dump trucks, solid waste trucks and stationary equipment such as air compressors and generators.
4. Provide continuous information and training for conducting work according to sound safety standards, policies and practices; assure participation of employees in ongoing tailgate meetings and workshops.
5. Provide technical training to operators such as electronics and hydraulics on automated equipment, serve as a resource to crews, staff, and other division employees, and coordinate vendor training as necessary.
6. Set up, adjust and operate engine analyzer and other test equipment and devices.
7. Troubleshoot and diagnose malfunctions involving specialized electronics and computer controls, fuel, ignition, electrical and hydraulic malfunctions, replace parts and adjust to manufacturers specifications.
8. Perform vehicle and equipment preventative maintenance as scheduled. Maintain record of vehicle and equipment repairs.
9. As authorized, coordinate vehicle and equipment repair activities with outside vendors when beyond capability of City shop equipment, facilities and available time.
10. Repair and/or replace, as appropriate, items such as tires, belts, hoses, brakes, radiators, axles, alternators, hydraulic cylinders, carburetors, water pumps and electrical starters.
11. Remove and replace engines and vehicle drive train components including clutches, transmissions and drive shafts. Accomplish appropriate repairs.
12. Perform minor vehicle body repairs and refinishing activities as required.
13. As requested by other departments, provide cost information on repairs, cost of new/used equipment and information necessary to prepare bid specifications. Conduct operational evaluations of used equipment under consideration for purchase, and assist the Director in short and longer range shop and fleet management such as budget plans, privatization proposals, or related matters.
14. Maintain compliance with environmental regulations regarding disposal of fuels and maintenance of vehicle wash rack, pumps and pressure washer systems.
15. Ensure that equipment available for use meets established standards to ensure safe and legal operating conditions.
16. Perform gas, plasma and arc welding as needed to accomplish vehicle and equipment repairs and fabricate parts within capability of available City shop equipment and time constraints as necessary to accomplish repairs.
17. Maintain data systems with the Equipment Coordinator and enter new vehicle information, check specifications, reports and budget data.
18. As appropriate, devise and adapt tools, aids, improved work methods and procedures.

19. Assist with the annual City auction and other functions as assigned.
20. Utilize a variety of hand and power operated tools and equipment such as open end or combination wrenches, pliers, screwdrivers, socket sets, engine analyzer, hydraulic presses, tire changing machine, wheel balancing machine.
21. Establish and maintain cooperative and effective working relationships with co-workers, supervisors, City staff, vendors, and the general public in a courteous and helpful manner sometimes in stressful situations.

Associated Job Functions:

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Outstanding ability to direct, assess and respond to critical customer service concerns.
- Knowledge of modern shop and fleet management, project management, standards, training and fleet technologies.
- Knowledge of gasoline and diesel engines, automatic transmissions, differentials, trans-axels, vehicle electrical systems, hydraulics, shop techniques, welding, cutting and body work.
- Knowledge of applicable OSHA/WISHA and other safety regulations and standards, and the ability to implement, train or ensure training of staff in the safe and effective operation of equipment and facilities.
- Ability to apply knowledge of gasoline or diesel engines, maintenance of specialized equipment and the ability to detect, analyze and resolve malfunctions.
- Ability to understand and apply technical manual information such as tune-up specifications, mechanical component tolerances and assembly/reassembly sequences.
- Ability to interpret electrical diagrams and to recognize differences in colors to assure safety requirements in vehicle electrical wiring repairs.
- Knowledge of English, spelling, grammar, vocabulary and punctuation.
- Ability to learn to proficiently operate, train and check out employees on the use of specialized equipment such as single and tandem axle dump trucks, wheel tractors, front end loaders and backhoes, as necessary.
- Ability to assure accuracy, safety and good communications in equipment maintenance activities.
- Ability to continually learn and update skills with changes in technology and fleet requirements.
- Ability to use a personal computer and associated City and shop software.

Working Environment and Physical Demands:

Work is performed in or outdoors under dirty, uncomfortable and hazardous conditions, and in all types of weather conditions. Work requires the ability and stamina to perform heavy manual physical labor and repetitive lifting throughout a work shift; in addition to normal visual and hearing acuity, substantial manual dexterity, as well as the ability to stand, crawl, climb bend, twist, stoop, kneel while working, and move items weighing in excess of 50 pounds using proper techniques. Work may involve exposure to hazardous chemicals or bloodborne pathogens and requires appropriate safety precautions. Weekend and after-hours work is sometimes required as well as 24 hour on-call duty to respond to emergencies.

Experience and Training Requirements:

- High school graduation/GED or equivalent, *and*
- Five years of progressively responsible experience in a similar work situation with responsibilities for shop and fleet management; experience with a broad range of equipment including diesel and gasoline automotive vehicles. Experience must include three years of troubleshooting and repair duties, and two years of lead or supervisory experience, including extensive and complex training and customer service problem solving.
- Must have and maintain Commercial Driver's License (CDL) Class A with a tanker endorsement.
- Must be able to acquire specialized certifications in specific areas of work.
- Must obtain CPR and Industrial First Aid Certification within three months of hire.
- Must pass background check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must pass drug screening at the time of hire and periodically at the City's option.

A combination of education, training and experience that provides the required knowledge, skills and abilities

will be considered.

Established: PW/HR 11/10
Revised: 9/11, HR 3/12

FLSA: Non-exempt
Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.