

SENIOR EQUIPMENT MECHANIC

DEFINITION

To supervise, coordinate and perform skilled work in the repair and servicing of a wide variety of gasoline and diesel powered vehicles and mechanical equipment; provides working lead direction to assigned staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position in which the incumbent directs, coordinates, and performs the work of Equipment Mechanic I/II. This class is distinguished from the lower class of Equipment Mechanic I/II by the requirement to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. The incumbent will also provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assists in evaluating the work of assigned personnel.

SUPERVISION RECEIVED

Receives general supervision from the Fleet Maintenance Manager.

SUPERVISION EXERCISED

Provides functional and technical supervision to assigned mechanical and Fleet staff.

ESSENTIAL DUTIES

Depending on assignment, duties may include but are not limited to the following:

Directs, coordinates, schedules and oversees the work for mechanical staff engaged in the overhaul, maintenance, and repair of a wide variety of automotive, construction, and the mechanical equipment during daily maintenance operations.

Provides technical assistance to staff in resolving difficult repair or maintenance problems.

Performs repairs and maintenance on all types of equipment as a working lead while assisting other mechanics with other repairs.

Exercises judgment and initiative in the independent planning, scheduling, and prompt completion of work.

Uses fleet specific database to generate work orders, enters repair tasks, parts and labor hour

ESSENTIAL DUTIES (continued):

information.

Inspects completed work to ensure accurate and proper repairs.

Coordinates scheduled maintenance and repairs with all City departments.

Ensures that all warranty repairs are completed by the vendor at no charge.

Performs and documents daily shop safety inspections.

Assists Fleet Maintenance Manager with developing and compiling metrics and fleet data.

Trains Mechanics and other assigned staff to the work team and provides input to the Fleet Maintenance Manager on evaluations.

Issues burn permits for welding jobs.

Monitors smog inspections.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, practices, materials, and tools of the automotive mechanic trade.

Operating and repair characteristics of a variety of heavy equipment.

Occupational hazards and standard safety precautions necessary in the work.

Principles of gasoline and diesel engines.

Personal computers including maintenance based software programs, word processing, and email.

Principles of basic mathematics.

Principles of supervision.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Use materials and tools of the automotive mechanical trade.

Plan and assign the work of skilled mechanics and other shop workers.

Diagnose defects in and repair a wide variety of heavy equipment.

Maintain records and write detailed reports.

Lead, train and provide input in evaluating subordinates.

Communicate accurately and effectively with a wide variety of customers, vendors and employees.

EXPERIENCE AND EDUCATION

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

Experience: Three years of experience as a journey level mechanic, including some lead experience.

Education: Equivalent to completion of the twelfth grade, supplemented by specialized courses from an accredited automotive college and/or successful completion of Automotive Service Excellence (ASE) certifications and coursework in supervisory and administrative practices.

License or Certificate: Possession and maintenance of a valid Class B California driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work is mainly performed outdoors; exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; ability to frequently bend, stoop, reach and handle equipment; may have repetitive motion in tasks; ability to sit for periods of time while working in the office, climb and twist; throughout the day, able to lift carry, push and pull up to 90 lbs while servicing

SPECIAL REQUIREMENTS (continued):

equipment; exposure to loud noises, moving objects, engine exhaust, normal or corrected to normal hearing is required for safety purposes; able to converse over the telephone or using a radio device and in-person; able to safely drive to various locations within and outside of the City of Hayward. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

305CS10

March 2017

AAP GROUP: 16

FLSA STATUS: Non-Designated

FPPC STATUS: Non-Exempt