

City of Oregon City

Position Description

Position: Lead Mechanic	AFSCME Union
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Operations Manager	Salary Grade: 33

Summary

Coordinates, assigns, and provides vehicle maintenance, rebuild, and fabrication services. Performs a variety of work in the repair, overhaul, and maintenance of light to heavy duty automotive, public safety, and off-road power equipment.

Distinguishing Career Features

The Lead Mechanic is the senior position leading and performing equipment maintenance. Advancement to lead Mechanic is based on need and requires demonstrated knowledge of and experience in heavy equipment mechanical work. The Lead Mechanic also demonstrates the proper care of machinery and oversees the City's vehicle and equipment purchasing program and the inventory of equipment, parts, and supplies. The Lead Mechanic is also responsible for overseeing all maintenance scheduling and the assuring that all work is properly accounted for within the City's maintenance management system.

Essential Duties and Responsibilities

- Receives requests through work orders or direct contact. Assesses the nature of the repair request and assigns a priority. Prepares a schedule for preventative maintenance.
- Verifies drivers' comments and/or road tests vehicles to determine causes of unusual engine noises and/or vibrations, unusual exhaust color, odor, or sound, or other indications of problems.
- Observes the work of other Mechanics, offering tips and suggestions for time savings, and repair techniques.
- Performs complex work in the inspection, repair, and maintenance of automotive equipment including tractors, trucks, power mowers, power sweepers, police cars, and construction equipment. Determines extent, type, and cost of repairs.
- Overhauls light duty engines. Installs rings, rod bearings, main bearings, and brakes. Repairs transmissions and differentials. Overhauls and renews wheel cylinders. Tunes engines. Adjusts points, carburetors, valves, clutches, brakes, etc., and repairs, balances, and changes wheels.
- Diagnoses mechanical problems. Makes a wide variety of mechanical repairs including overhauling engines, replacing bearings, adjusting ignitions and carburetors, assembling transmissions and differentials, fitting pistons and rings, aligning and adjusting brakes, aligning wheels and installing axles, overhauling steering mechanisms and drive shafts.
- Repairs, modifies, and replaces vehicle body parts, panels, components, etc., in accordance with manufacturer specifications. Fabricates and adjusts parts to fit. Makes

repairs to vehicle bodies and frames. Applies paint to vehicles. Welds, cuts and brazes metals.

- Orders parts and equipment, such as, but not limited to fuel, lubricants, filters, accessories, and wear items. Maintains an inventory of spare parts, ordering parts and supplies as needed to complete repairs on a timely basis. Reviews and codes invoices and processes documents according to established procedures.
- Maintains records of repair and maintenance work, recording dates, labor, and parts costs.
- Coordinates services with outside vendors and assures all work is conducted to the City's satisfaction both in terms of quality and cost.
- Assigns or personally responds to emergency breakdowns and repair vehicles at emergency site. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- Researches, trains and demonstrates required skills and safe work practices for mechanics in all areas of vehicle maintenance.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires in-depth knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrical powered equipment. Requires considerable knowledge of the principles of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units, air brakes, and all other equipment systems and assemblies. Requires working knowledge of operating characteristics of machinery and vehicles used in typical construction and public works activities. Requires skill in using the full range of hand and power tools used in automotive repair work. Must have thorough knowledge of work hazards and safety practices. Requires knowledge and understanding laws, codes, and regulations pertaining to vehicle safety. Requires sufficient leadership skills to train employees, and organize and prioritize work. Requires sufficient writing skills to prepare reports. Requires sufficient math skill to read, record and compute precise measurements and use business math. Requires sufficient computer knowledge to document and maintain service records and maintenance activities within the City's work tracking system. Requires sufficient knowledge of state procurement rules as they relate to capital equipment purchases. Requires sufficient human relation skills to train others and exchange technical information.

▪ Abilities

Requires the ability to coordinate and perform vehicle maintenance projects and tasks at a fully skilled, master mechanic level. Requires the ability to diagnose a full range of problems associated with vehicle operation and safety. Requires the ability to lead a small work team, prioritizing work, evaluating quality, and providing input to performance. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Requires the ability to interpret computer-aided, digital, and scope diagnostic devices. Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification. Requires the ability to estimate scope of work assignments in terms of labor and materials and secure necessary tools and materials to

complete assignments. Requires the ability to assign and perform a variety of maintenance and repair activities simultaneously. Must be able to keep accurate records and observe general safety procedures. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires near and far visual acuity to drive, read and write, perform repair work. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

▪ **Education and Experience**

The position requires a two-year college degree in an automotive technology area and 6 years of increasingly responsible experience in the maintenance and repair of vehicles including heavy gasoline and diesel powered equipment.

▪ **Licenses and Certificates**

Requires a Class A commercial driver's license with passenger and tanker endorsements. Requires ASE certification in brakes, electrical/electronic systems, engine performance, power train, suspension, and steering.

▪ **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.