



CITY OF CHINO

Equipment Mechanic Lead

Definition:

Under general supervision, performs a variety of specialized and highly skilled duties in the servicing, repair, and adjustment of automobiles, trucks, construction equipment, and other related equipment powered by gasoline and diesel fuel; leads the work of a crew of mechanics; and performs related work as assigned.

Class Characteristics:

The Equipment Mechanic Lead is responsible to lead the work of a crew of mechanics and perform highly skilled and specialized diesel, mechanical and hydraulic systems work. The Equipment Mechanic Lead may assist with training of less experienced personnel.

Essential Functions:

- Examine, diagnose, and locate trouble/mechanical defects in a wide variety of vehicles and construction equipment; and determine the extent of necessary repairs.
- Perform major mechanical repairs, compression tests, front end alignments, and wheel balancing.
- Disassemble, repair, and replace work parts; fit new parts; adjust water pumps, fuel pumps, carburetors, fuel injectors, governors, starting motors, clutches, brakes, differentials, and steering gear.
- Tune up engines; repair standard and electronic ignition systems; adjust timing and valves; replace or adjust emission control systems; and install new or rebuilt engines.
- Overhaul hydraulic, booster, and vacuum systems; and rewire and recondition electrical systems.
- Repair and replace exhaust systems, ignitions, door locks, window vents, regulators, and dash gauges.
- Use arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; perform basic body repair work and machine shop work; and fabricate special construction and maintenance equipment.
- Prepare and maintain records of time, materials, parts, and work performed; and make recommendations on the need to replace equipment and vehicles.
- Order supplies, materials, and parts necessary for the maintenance of vehicles and equipment; maintain inventory; and contact vendors for hard to replace parts.
- Assign work to Equipment Mechanic Aides and Equipment Mechanics daily; and adjust work schedules to meet work demands.
- Ensure the work of crew members is performed in a safe and efficient manner; and may assist with training of less experienced personnel.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.

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- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Possess an Automotive Service Excellence (ASE) certification or obtain required certification within one (1) from the date of appointment.

Experience:

- Five years of experience as an automotive service worker or heavy equipment mechanic, including some lead supervisory experience.

Considerable knowledge of:

- Methods and techniques of overhauling and repairing gasoline and diesel-powered equipment and related components, including engines, carburetors, and electrical systems.
- Theory, care, and operation of gasoline and diesel-powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment.
- Methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment.
- Preventive maintenance inspection methods.

Working knowledge of:

- Lead supervision and training techniques.

Ability to:

- Plan, organize, and assign work.
- Effectively train personnel and lead the work of others.
- Diagnose mechanical troubles and determine appropriate maintenance work.
- Repair and overhaul gasoline and diesel-powered equipment and related components with a minimum of supervision.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow oral and written instructions.
- Prepare and maintain accurate records and reports.
- Work safely and effectively.

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- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.

Special Requirements:

- The Lead Equipment Mechanic must provide his/her own journeyman set of hand tools and a toolbox. (NOTE: Due to the cost involved in maintaining an adequate tool inventory, the City provides an annual tool allowance.) The following is an example of the types of hand tools required: Metric and SAE combination wrench set, up to and including 1-1/8", 1/4" drive and up to 1/2", metric and SAE socket and ratchet sets, screwdrivers, pliers, pry bars, hammers, hacksaw, files, puller and assorted pieces of a Torx drive set.
- Be available to work rotating shifts and evening hours.
- Possess a valid Class A California Driver License with endorsements and a satisfactory driving record or obtain required license with endorsements within one (1) year from the date of appointment.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II – Moderate Physical Effort: Work assignments for this category require moderate exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Position Requirements:

- Lifting, Heavy
Lifting over 50 pounds, with frequent lifting, pushing and/or carrying of objects weighing over 25 pounds.
- Reaching
Reaching above the shoulders to place and/or retrieve objects.
- Walking
Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day).
- Standing
Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day).

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- Agility
Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision, Acceptable for Driving
Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures
Works in temperatures sufficiently high or low to cause bodily discomfort.
- Chemical or Biological Agents
Regular contact with potentially harmful chemical or biological agents.
- Fumes
Potential inhalation or contact with smoke, vapors, dust, or gases.
- Heavy Equipment
Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.
- Power Equipment
Operates power tools or other machinery that are potentially hazardous.
- Work Environment – Outdoors
Ability to work outdoors in all types of weather conditions.
- Work Environment – Moving Objects
Ability to work around moving objects, machinery, or vehicles.
- Work Environment – Surfaces
Ability to walk on slippery or uneven surfaces.

Employee Unit:

Depending upon assignment, American Federation of State, County, and Municipal Employees (AFSCME) District 36 or Part-time/Temporary/Seasonal

Revised: 04/10/19

Replacing classification specification dated: 06/27/18