

City of Dunedin, Florida
Class Description

JOB TITLE: Lead Mechanic
Public Works and Utilities Department
Fleet Services Division

GENERAL STATEMENT OF JOB

Under general supervision, maintains and repairs vehicles and various equipment, including automobiles, light to heavy trucks, emergency response vehicles, heavy construction equipment and small engines, owned and operated by the City of Dunedin. Maintains accurate records of time and materials required to complete assigned tasks. Performs supervisory and technical work in vehicle and equipment mechanics as needed. Reports to the Division Director of Fleet.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Performs scheduled and emergency repairs and preventive maintenance tasks on vehicles and equipment as assigned, performing all duties in accordance with established policies, procedures and various regulations. Skills performed include overhauling engines, transmissions and electrical components; adjusting, repairing and installing fuel, ignition, electrical, exhaust, cooling, brake, suspension, hydraulic and other parts; replacing or repairing tires; maintaining water pumps and other equipment, etc.

Performs basic automotive tune-ups as scheduled.

Modifies or builds equipment and fabricates parts as needed.

Installs equipment, such as radios and antennas, on vehicles as ordered.

Inspects and test drives vehicles before and after repairs and maintenance to

Lead Mechanic, Fleet Services Division

check for safety and performance.

Opens and closes shop according to schedule.

Tows vehicles to shop as needed.

Determines and orders needed parts and materials.

Assists co-workers with difficult repair assignments; offers instruction and advice as needed.

Maintains records of time and materials required to complete assigned tasks.

Keeps abreast of current trends in automotive maintenance and repair work and new products.

Welds, replaces parts, repairs parts, repairs electrical systems, diagnoses vehicles for minor body and fender work.

Checks all repair work performed in shop for completeness. This includes physical inspections and road tests before vehicle is turned back to its user departments.

Enforces city safety practices and procedures and ensures employees receive appropriate safety training.

Supervises all fleet services employees; trains, evaluates and disciplines employees.

Implements and maintains a mechanic training and certification program to provide needed technical skills for mechanics in repair of automobiles and heavy equipment.

Performs all preventative maintenance functions as well as safety inspections on all fleet equipment.

Acts as a liaison between Fleet Departments in the City of Dunedin.

ADDITIONAL JOB FUNCTIONS

Receives and stocks parts as ordered.

Maintains a clean and orderly work area.

Lead Mechanic, Fleet Services Division

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a High School Diploma or GED Equivalent with seven to ten years of experience in maintenance and repair of light to heavy equipment.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess valid Florida CDL driver's license with appropriate endorsements.

Must possess Trade School Certification and Forklift Operator License.

May require other technical certifications as deemed appropriate by supervisor.

Employee must purchase and maintain own tools.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Mechanic II. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the occupational hazards and safety precautions of the trade. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows of records and reports which must be completed and has the knowledge and ability required in completing same. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language

Lead Mechanic, Fleet Services Division

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to estimate time, materials, and supplies, costs and labor required in various maintenance activities and work within budgetary constraints as instructed.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Has the ability to offer training and assistance to co-workers and employees of other departments as required.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions; to overhaul, restore, renovate, construct and/or rebuild equipment, machinery or objects, requiring adherence to prescribed standards and specifications. Requires ability to operate a computer. Has considerable knowledge of procedures, methods, materials, and equipment used in fleet management operations. Has extensive knowledge of vehicle and equipment maintenance and repair methods and practices. Is able to accurately and quickly diagnose equipment malfunctions and recommend efficient and economical corrective measures. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages. Has the knowledge and ability to perform required mathematical calculations correctly and quickly.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Has the ability to use

Lead Mechanic, Fleet Services Division

Independent judgment in routine situations. Has the ability to be an innovative self-starter in the day-to-day requirements of the position.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert the regular, and at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks require sufficient hand/eye coordination to perform semi-skilled / skilled repetitive movements.

Sensory Requirements: Some tasks require visual, auditory, depth and texture perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to smoke/dusts/pollen, fumes, toxic/poisonous agents, harsh cleaning agents, traffic hazards, electric currents, vibrations, machinery hazards, noise extremes, bright/dim light Ability to perform in excessive heat for prolonged periods of time; while keeping themselves hydrated.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works & Utilities Director

8/16/16
Date