



Job Code: 0485
FLSA: NE
Unit: PCEA
Revised: 5/98

LEAD EQUIPMENT MECHANIC

DEFINITION

From division work programs, plans, schedules, assigns, directs, and works with assigned maintenance employees; performs specified administrative and other related tasks associated with assigned area of responsibility; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Division Superintendent; directs equipment maintenance personnel.

TYPICAL DUTIES

1. In accordance with division work programs, plans and schedules the work of equipment mechanics on a monthly, weekly, or daily basis.
2. Instructs, assigns, and monitors the work of equipment mechanics to ensure the work is performed according to division standards for quantity, quality, safety, and within established completion schedules.
3. Organizes specific work tasks to be undertaken to include determining and securing necessary tools and equipment, type and quantity of parts and materials required; coordinates work as necessary with other division, private service providers, or City personnel.
4. Observes the performance of equipment mechanics; provides Superintendent with performance observations both on an ongoing basis and as part of a formal employee performance appraisal process; as requested, participates in employee performance counseling session; as requested, recommends to Superintendent individual employee performance improvements.
5. As requested, makes recommendations to Superintendent regarding specified routine personnel actions including employee requests for time off, employee special assignments, and employee participation in training activities.
6. Trains assigned personnel principally by demonstration to perform specific work tasks and use or operate appropriately division tools and equipment appropriately.

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7. Within established division limits, purchases supplies, materials, equipment, and tools required to accomplish work assignments; notifies Superintendent of needed supplies, materials, equipment, and tools whose purchase price exceeds purchasing authority; makes recommendations regarding type and operating specifications of equipment being considered for purchase; assists in the evaluation of prospective equipment.
8. As directed, makes recommendations to Superintendent regarding supplies and equipment, to include division operating budget.
9. Within division guidelines, maintains an inventory of parts and supplies.
10. Keeps a variety of records associated with areas of assignments including daily work activities performed, date and times work performed, and quantities performed.
11. Within division guidelines, schedules and coordinates the performance of equipment maintenance tasks with private repair firms.
12. Performs maintenance and repair tasks assigned to equipment mechanics.

MINIMUM QUALIFICATIONS

Knowledge of:

Internal combustion engines (gasoline and diesel), clutches, transmissions, vehicle electrical systems, brakes and suspension systems. Vehicle diagnostic methods, current technology for repair and maintenance of motorized equipment. Proper use and safety precautions for all mechanical shop tools and equipment.

Skill to:

Supervise subordinate personnel, schedule work, maintain inventories, and keep all applicable records.

Education:

High school graduation or GED equivalent and ASE or equivalent certification.

Experience:

Four years recent experience at a journey level or above in general vehicle mechanics.

License:

Possession of a valid California driver's license.

(jd0485.sam)

