



MECHANIC LEAD JOB DESCRIPTION

Job Title: **Mechanic Lead**

Job Code: **MM102**

Pay Grade: **123**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **June 2023**

NATURE OF WORK

Under general supervision, coordinates the maintenance, repairs and adjustments on County automobiles and vehicles, in accordance with all safety regulations and procedures; schedules, prioritizes and reviews the work of Automotive Mechanics.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the inspection, maintenance, and repairs of vehicles in compliance with all State and Federal regulations and County policies and procedures.
- Reviews repair orders, schedules preventive maintenance and repairs; prioritizes projects and reviews the work of Mechanics for work quality and timely completion of assigned duties and responsibilities.
- Gathers repair estimates and recommends major repairs and purchases; maintains repair and purchase database and tracks outside work and vehicle modifications; orders parts as needed, researches and selects vendors and other supply sources; maintains records of parts requisitions and inventory.
- Maintains work orders, records and logs of services performed and general vehicle information; reports any operational problems to the supervisor in a timely manner, and completes other reports as required.
- Installs and programs various forms of specialized electronic and communications equipment, GPS units, Two-way radios, antenna, computer mounts, power inverters, lighting and sirens, siren controllers and video cameras in police and county owned vehicles.
- Review, interpret, and assess schematic diagrams to evaluate construction and design of electronic communication systems.
- Arrange county owned vehicles for warranty work.
- Inspects and diagnoses mechanical and electrical problems on County automobiles and trucks; determines extent of necessary repairs, and prioritizes work. Performs work of Automotive Mechanic as needed; assures that staff adheres to policies and procedures for efficient operations; assures compliance with safety and service standards.
- Oversees shop facility maintenance; cleans work areas and picks up debris; assures that lubricants and chemicals used in equipment servicing and maintenance are disposed of in accordance with all safety regulations and procedures.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Responds to service calls and requests as needed and performs many repairs at the site of breakdown.
- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair; notifies supervisors of repair problems beyond the scope of authority.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.
- Lewis County essential personnel (24/7 emergency response).

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in repair and maintenance facilities; moderate physical demands; strength sufficient to lift and move items weighing up to eighty (80) pounds; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.

DISTINGUISHING CHARACTERISTICS:

This is the lead worker classification in the Automotive Mechanic job series; the class differs from the Mechanic classification by the requirement for functional supervision of other Automotive Mechanics and responsibility to prioritize projects and assignments.

EMPLOYMENT STANDARDS:

AA degree in automotive/diesel technology or completion of auto mechanic apprenticeship program or equivalent; AND five (5) year's work experience in the maintenance and repair of vehicles and heavy equipment, at a journeyman level.

Class A, B, C CDL with a passenger endorsement, and Washington State Traffic control flagger card is required; specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Gasoline & diesel engines, power trains, hydraulics & pneumatics, and mechanical & electrical systems.
- Metal fabrication and welding methods and procedures.
- Methods used in a preventive maintenance program.
- Methods, tools and equipment used in the repair of vehicles and heavy equipment.
- County safety rules and regulations, occupational hazards and safety precautions.
- Safety standards and practices in a shop environment.
- Federal and state safety laws and regulations, including drug and alcohol testing guidelines for CDL.

Skills in:

- Skill in effectively organizing and overseeing the work of staff.
- Skill in prioritizing multiple tasks, projects and demands.
- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles.
- Performing computerized diagnostic tests on vehicle components and equipment.
- Maintaining equipment according to standard operating and safety procedures.
- Welding, metal fabricating and adapting parts and tools to specific repairs.
- Identifying safety problems.
- Safe use of power and hand tools, and chemicals, lubricants and cleaning compounds.
- Reading and interpreting technical manuals and specifications.
- Maintaining accurate service records.
- Following safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.