

# CITY OF FOLSOM

## LEAD SENIOR MECHANIC (COMBINED SHIFTS)

### **DEFINITION**

Under the direction of the Fleet Manager, plan, organize, and coordinate, the day to day workflow of lower level fleet staff engaged in the repair, maintenance, modification, and related duties of gasoline, diesel, hybrid and propane-powered vehicles and equipment. Perform repair, maintenance, and modification of fleet vehicles and equipment. Incumbents may handle, oversee, monitor, and/or direct the work of lower level personnel on combined shifts.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Senior Mechanic (Combined Shifts) is the lead level over combined shifts in the Equipment Mechanic series and works with independence in performing duties and/or handling the most difficult and complex mechanic work. The incumbent also performs lead work on combined shifts. The class of Lead Senior Mechanic (Combined Shifts) is distinguished from the Senior Equipment Mechanic classification in that the former, Lead Senior, has greater responsibility, autonomy, and discretion in planning and completing a wide variety of equipment mechanic activities on combined shifts and oversight of lower level staff's workflow. The lower level Senior Equipment Mechanic may lead and perform complex work on a single shift, or serve as a specialist, such as for fire equipment and apparatus. An incumbent in the higher level Fleet Manager class serves as the full supervisor of incumbents in the lower levels of the series and performs strategic planning, hiring, training, budgeting and evaluation duties.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Determine service and repair work to be done according to equipment condition, equipment maintenance records, and driver complaints.
- Diagnose difficult and complex problems regarding repair, maintenance, and servicing of equipment.
- Repair and maintain gasoline, diesel, propane and hybrid powered vehicles and equipment, and ancillary tools and equipment.
- Plan and direct staff in engaged in the repair, maintenance, modification, and related duties of gasoline, diesel, propane and hybrid powered vehicles and equipment on combined shifts.
- Assign work of subordinate staff for combined shifts.
- Coordinate vehicle and equipment repair and maintenance services of the division.

- Develop division maintenance schedules and procedures for equipment and vehicles.
- Monitor division workflow.
- Inspect lower level personnel's work in progress and repair activities to ensure completion and compliance with policies, procedures, and standard trade practices.
- Review productivity records of work force and operating procedures to identify work areas requiring improvements; revise procedures.
- Consult with and monitor outside vendor service and repairs.
- Assist Fleet Manager in preparing technical specifications for vehicles and equipment to be purchased.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.**

#### **Knowledge of:**

- Methods of equipment repair workflow.
- Methods, tools, and equipment used in repairing, maintaining, and servicing gasoline, diesel, propane and hybrid powered vehicles and equipment.
- Principles and practices of customer service.
- Preventive maintenance procedures, schedules, and standards for vehicles and equipment.
- Principles and operations of gasoline- and diesel-powered internal combustion engines.
- Automotive emission control standards.
- Pertinent local, state, and federal rules, regulations, and laws.
- Occupational hazards and safety precautions necessary in automotive and equipment maintenance and repair work.
- Common word processing, spreadsheet, and database software.

#### **Ability to:**

- Plan and coordinate workflow for efficiency and customer satisfaction.
- Evaluate equipment maintenance records and determine work schedules and priorities.
- Evaluate equipment condition and determine optimal course of action.
- Read and understand parts books, and automotive and equipment shop manuals.
- Estimate repair costs.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Minimum Qualifications:**

### **Experience:**

One (1) year of full-time experience as a Senior Equipment Mechanic with the City of Folsom.

OR

Three (3) years of increasingly responsible full-time experience in diagnosing, repairing, and adjusting gasoline- and diesel-powered vehicles and equipment, including one (1) year of lead experience.

### **Substitution:**

College or vocational-level education in automotive mechanics may substitute for 1 year of the required experience (outside track) on a year-for-year basis.

### **License, Certificate, Registration Requirements:**

- Possession of, or ability to obtain and retain, a California Class B driver license by the time of appointment. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.
- Possession or, or ability to obtain, class A license.
- Possession of, or ability to obtain, a forklift certification.
- Possession of, or ability to obtain, an air brake certification.
- Possession of, or ability to obtain, an A/C refrigerant license.

### **Physical Requirements:**

Work is performed in a shop environment, with occasional work outside in various types of weather. (1) Mobility: frequent sitting; occasional performance of heavy manual labor; occasional bending, squatting, working in awkward positions; occasional standing and walking. (2) Lifting: occasional lifting over 100 pounds. (3) Vision: constant use of overall vision; use of vision to identify mechanical problems; occasional use of color vision. (4) Dexterity: occasional grasping, holding, and reaching; occasional use of touch only to perform work. (5) Hearing/ Talking: frequent hearing and talking in person; use of hearing to recognize mechanical problems. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: occasional exposure to loud noise; occasional exposure to chemicals, fumes, and other environmental substances.