



CLASSIFICATION NO. 433

Established: 5/65

Revised: 7/94

FLSA: Exempt

EEO: 7

MECHANIC, SENIOR

CLASS CHARACTERISTICS

Under general supervision, to inspect, repair, overhaul and maintain automotive, light trucks, road construction and other equipment; to lead the work of other mechanics, repair and service personnel; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Mechanic, Senior schedules and coordinates maintenance and repair, personnel and activities for an assigned shift, and ensures work is performed in a safe and efficient manner. Mechanics within the Fleet Services Division of the Finance Department work on gasoline, diesel, or alternative fuel powered automobiles and light trucks, including police cars, motor pool cars and pickup trucks. Mechanics within the Transportation Maintenance Division of the Department of Transportation and Development work on gasoline or diesel powered light through heavy vehicles and equipment, including trucks, pavers, loaders, sweepers, rollers, graders, excavators, plows, sanders, de-icers and various power tools and small equipment.

The Mechanic, Senior differs from the Equipment Maintenance Coordinator, which coordinates the County's vehicle and equipment maintenance and repair program. It also differs from the Mechanic, which does not have lead work responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees the maintenance and repair of automotive, road construction and other equipment and vehicles during assigned shift or in the absence of the Equipment Maintenance Coordinator; schedules vehicle maintenance and repair activities according to assigned priorities; assists mechanics in diagnosing problems and evaluating necessary repairs; authorizes use of replacement parts and materials; responds to requests for field repairs during swing shift; secures the maintenance shop complex; communicates with day shift coordinator regarding status of projects.
2. Leads the work of regular and temporary shop personnel; provides daily work direction; assists and provides direction to Mechanics on highly technical and complex diagnoses and repairs; schedules, assigns and reviews work; reviews employee timecards, work orders and material records; participates in hiring staff; assists in preparation of performance evaluation; may recommend progressive discipline.
3. Assists in implementing safety training programs; ensures implementation of and compliance with safety procedures and regulations; attends safety meetings.

4. Assists in developing and recommending specifications for the purchase of new vehicles and equipment; recommends the phasing out and disposal of used vehicles and equipment.
5. Diagnoses, repairs and overhauls vehicle and equipment components, including engines, drive trains, suspensions, steering, differentials, gear boxes, clutches, transmissions, and hydraulic systems; removes, adjusts, replaces and/or repairs worn or defective parts, such as pistons, rods, gears, valves and bearings; builds specialized equipment to meet specific needs; performs welding and fabrication of special parts and equipment.
6. Repairs, rebuilds and maintains road construction equipment; operates and inspects machines and equipment to determine nature and extent of damage or malfunction; dismantles and reassembles equipment; examines and replaces damaged or worn parts; replaces parts; tests overhauled equipment to ensure operating efficiency; welds broken parts and structural members.
7. Inspects, installs, tests, diagnoses, adjusts and repairs vehicle operating and safety systems, including electrical, electronic, computer control, temperature control, cooling, brake and fuel; performs engine tune-ups, repairs and vehicle alignments; conducts preventive maintenance and routine servicing.
8. Documents time and material usage for each project; records costs for parts and equipment; orders parts as necessary; maintains an organized and clean maintenance shop.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Methods, materials, tools, and equipment used in vehicle maintenance, inspection and repair; design and operation of motor vehicles, hydraulics, accessory power equipment and computer control systems; occupational hazards and safety precautions applicable to vehicle maintenance and repair; Federal, State, and County regulations applicable to maintenance specifications, safety and environmental quality; safe operation of vehicle repair and maintenance equipment; basic math; record keeping, leadworker and customer service techniques.

Skill to: Lead the work of assigned personnel; oversee completion of repair work within established time and expenditure guidelines; prepare and interpret plans and specifications; inspect, maintain, repair and adjust light, medium and heavy duty vehicles; follow detailed oral and written instructions, diagrams and schematics; operate a variety of tools and equipment to repair and adjust vehicles and equipment, including mechanical and electrical diagnostic equipment, calipers, gauges, hydraulic jack, chassis aligner, lathes, drill presses and welding equipment; communicate effectively, both orally and in writing; maintain records; establish and maintain cooperative working relationships with County and other agency employees.

WORKING CONDITIONS

Duties require frequent walking, kneeling, bending, twisting, grasping, and fine motor control.

Within Finance Department's Fleet Management Division (Automotive Mechanic), duties also require the ability to lift up to 90 pounds, carry up to 40 pounds, and push/pull 80 pounds.

Within DTD's Transportation Maintenance Division (Equipment Mechanic), duties also require frequent standing, reaching, squatting, balancing, climbing, and the ability to up to lift 100

pounds, carry up to 75 pounds, and push/pull 75 pounds. Duties also involve frequent exposure to confined spaces, loud noises, vibration, dust, fumes, chemicals, heat, slippery and/or uneven surfaces, adverse weather conditions, poor visibility/low lighting, and working on top of vehicles/equipment.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license. Heavy equipment positions require possession of a valid Class B Commercial Driver's License (CDL) with no restrictions in order to drive manual transmission and full air brake vehicles within 1 year of hire. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Must pass a pre-employment drug test (DOT Regulations for CDL).

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Positions within Fleet Services Division must successfully pass a criminal history check which may include national or state fingerprint records check.

Edited: 2/17