

## **LIGHT EQUIPMENT MECHANIC LEADWORKER**

### **DEFINITION**

Under general supervision, provides lead direction to mechanics and service workers; and performs advanced working level maintenance and repair on gasoline and diesel automotive equipment including City cars, pickups, and other light vehicles and equipment.

### **SUPERVISION RECEIVED/EXERCISED**

Receive supervision an Equipment Supervisor. This class provides lead direction to mechanics and service workers. This class does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Light Equipment Mechanic Leadworker is the advanced working/lead class in the Light Equipment Mechanic series. Incumbents assign work to a group of skilled and semi-skilled mechanics and service workers using independent judgment in deciding methods of repair. Supervision is received from an Equipment Supervisor who is the first-line supervisor. This class is distinguished from Light Equipment Mechanic II in that incumbents of the latter do not have full-time lead responsibility. The Light Equipment Mechanic series differs from the Heavy Equipment Mechanic series in that the focus of the latter is primarily upon heavy equipment. Light Equipment Mechanic Leadworker is distinguished from Equipment Supervisor in that the latter is the first-line supervisory class.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to the following:*

Provides lead direction and participates in the maintenance and repair on work on City cars, pickups, and other light vehicles and equipment.

Assigns and inspects the work of skilled mechanics and other shop workers and provides technical assistance and training on new or unusually complicated installations or repairs.

Performs skilled tasks in the repair and maintenance on automotive equipment including cars, pickups, and other light equipment.

Requisitions parts, tools, equipment, and materials needed for repair work.

Inspects, diagnoses, repairs, and maintains diesel, gas and alternative fuel engines, drive train, brakes, suspension, steering, electrical including electrical systems, heating, ventilation and air conditioning and related components of transit vehicles and mechanical equipment.

Performs engine tune-ups and adjustments using standard testing and diagnostic equipment.

Responds to road calls to repair light automotive and related equipment.

Maintains records of work performed and trains subordinates.

Maintains a clean work area and assists with the cleaning of shop areas and equipment.

Performs related duties as required.

## **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

The methods, materials, tools and techniques used in the repair of light automotive equipment.

The principles of automotive engines, and of mechanical repair of light automotive equipment.

The occupational hazards and safety precautions of the trade, including the handling of hazardous materials.

Troubleshooting and diagnostic practices and techniques for light automotive vehicles and systems.

### **Skill to:**

Properly use hand and power tools and equipment used in automotive maintenance and repair.

Safely operate a motor vehicle.

### **Ability to:**

Provide lead direction to, and plan and assign the activities of, skilled mechanics and other shop workers; provide technical assistance and training.

Diagnose mechanical and electrical systems and related sub-systems.

Adapt available tools and repair parts to specific repair problems.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Operate computers and applicable software applications for basic data entry necessary for completion of assigned duties.

Read, write and perform shop math at the level required for successful job performance.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Understand and carry out written and oral instructions.

Interpret and work from manuals, schematics, sketches, diagrams and work orders.

### **MINIMUM QUALIFICATIONS**

Possession of a High School Diploma or equivalent GED completion;

### **AND**

Four (4) years of full-time paid light equipment maintenance and repair experience, OR two (2) years of full-time paid experience maintaining and repairing gasoline and diesel automotive equipment including cars, pickups, and other vehicles and equipment;

### **AND**

Possess a valid National Institute for Automotive Service Excellence (ASE) Master Automobile and Light Truck Technician certification, OR, possess a minimum of six (6) valid ASE certificates in the following listed components:

Engine Repair (A1)  
Automatic Transmission/Transaxle (A2)  
Manual Drive Train & Axles (A3)  
Suspension & Steering (A4)  
Brakes (A5)

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Electrical/Electronic Systems (A6)  
Heating & Air Conditioning (A7)  
Engine Performance (A8)  
Light Vehicle Diesel Engines (A9)

**Special Requirement(s):**

Possession and continued maintenance of a valid Class "C" California Driver's License is required at time of appointment and will be required for entire term of employment in this class. Capable of acquiring a Commercial Class B Driver's License, depending on assignment. Maintain a valid Commercial Class B Driver's License, depending on assignment, for the entire term of the appointment.

APPROVED:                     *Signature on File*                          DATE:           11/30/16            
                    Director of Personnel Services

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