

LIGHT EQUIPMENT MECHANIC LEADWORKER

DEFINITION

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

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Equipment Supervisor. This class provides lead direction to mechanics and service workers, and Vehicle Upfitters. 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, service workers, and Vehicle Upfitters using independent judgment in deciding methods of repair. . This class is distinguished from Light Equipment Mechanic II in that incumbents of the latter do not have 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 of City cars, pickups, and other light vehicles and equipment.

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

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

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

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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 subordinate employees.

Maintains a clean work area and assists with the cleaning of shop areas and equipment and follows Occupational Safety and Health Administration and other required safety standards.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

The operating principles of automotive engines, electrical vehicles, and engine driven sub-systems.

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

Troubleshooting and diagnostic practices and techniques for automotive equipment, vehicles, and related systems.

Skill/Ability to:

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

Operate a motor vehicle safely.

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

Diagnose malfunctioning mechanical and electrical systems and related sub-

systems.

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.

Use diagnostic tools utilized in assigned area of responsibility.

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

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Three (3) years of full-time paid experience maintaining and repairing gasoline, diesel, and electric automotive equipment including cars, pickups, and other vehicles and equipment. A certification of completion or an Associates Degree from a recognized vocational, technical school, or accredited college or university program in automotive or heavy equipment technology may be substituted for one (1) year of experience.

Special Requirement(s):

Possession of a valid Class "C" California Driver's License is required at time of application and continued maintenance throughout the entire term of employment in this classification.

Depending on assignment, may be required to obtain a California Commercial Class B Driver's License with required endorsements and without air brake restriction within twelve (12) months of department request.

Possession of a valid National Institute for Automotive Service Excellence (ASE) Master Automobile and Light Truck (A) Technician certification is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve very heavy work which requires occasionally exerting in excess of 100 pounds of force occasionally with assistance, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, bending, climbing, crawling, crouching, feeling, manual dexterity, grasping, gripping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, repetitive motion, speaking, standing, stooping, talking, twisting, visual acuity, walking.

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Director of Personnel Services

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