

JOB DESCRIPTION

City of Patterson



Human Resources

EQUIPMENT MECHANIC CREW LEADER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal supervision from the Deputy Director of Public Works, the Equipment Mechanic Crew Leader performs the most complex duties related to the inspection, troubleshooting and mechanical repairs to maintain the City's fleet of automotive, diesel, public safety and other power driven equipment; performs advanced-level welding and fabrication work; plans, schedules, assigns, coordinates, trains, supervises and evaluates the work of a small crew of equipment maintenance mechanics; establishes and maintains a variety of detailed records; and performs related work as required and/or assigned.

The Equipment Mechanic Crew Leader is the lead or specialist classification in the Equipment Mechanic series. This position performs the most complex work related to the troubleshooting, maintenance and repair of the City's fleet of automotive, diesel and public safety and power driven equipment; performs highly skilled welding and fabrication work; and provides supervision and training to a small crew of Equipment Mechanics I/II.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal supervision from the Deputy Director of Public Works.

Exercises direct supervision of a small crew of equipment mechanics.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Plans, schedules, assigns, trains, supervises and evaluates the work of semi-skilled and journey level equipment mechanics.

Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks and a variety of diesel and gasoline powered maintenance and heavy construction equipment.

Welds, fabricate and assemble parts and equipment for City automotive and heavy equipment; welds, brazes, cuts shape and fastens metal parts; fabricates and welds vehicle frames, chassis and exhaust systems.

Uses welding equipment, drill presses, lathes, grinders and a large assortment of other power and hand tools and measurement instruments required for advanced-journey level fabrication work.

Overhauls, repairs, and adjusts engines, transmissions, differentials, clutches, pumps and valves on fire engines and hydraulic systems on heavy construction equipment.

Tunes up engines, replacing electrical and electronic parts and cleaning and adjusting carburetors and fuel injection systems.

Replaces or repairs faulty parts including wheel bearings, clutches or oil seals, shock absorbers, exhaust systems, steering mechanism, and related parts and equipment.

Repairs or replaces components such as generators, alternators, distributors, relays, lights and switches, computerized control systems, ignition systems, air conditioning systems, power steering and cooling systems.

Maintains detailed time, material, inspection and service records; participates in the development of specifications for the requisition of parts, materials and equipment.

Efficiently operates a laptop or personal computer to log completed work and to establish and maintain a variety of records.

Observes and ensures all safety regulations are followed in the shop and in the field.

Performs related duties as required or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Operating and repair characteristics of a wide variety of City owned light and heavy equipment; operations and care of internal combustion engines and hydraulic equipment; methods, materials, equipment and tools used in routine to complex welding and fabrication work; tools, principles and practices of effective employee supervision and training; equipment and procedures used in the overhaul, repair and adjustment of automotive equipment and gas and diesel powered equipment; tools and materials used in the repair and adjustment of automotive equipment; lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment; occupational hazards, pertinent safety regulations and safe work practices; standard office practices including the effective use of a personal computer and applicable software applications and basic record keeping and filing systems.

Ability to: Lead and train skilled and semi-skilled mechanics; perform skilled welding and fabrication work; perform advanced-journey level equipment mechanical work including the trouble shooting of equipment for both major and minor repair work on City vehicles and equipment; skillfully use a variety of tools and equipment; establish and maintain a variety of detailed shop and repair records; understand and follow oral and written directions; Work independently in the absence of supervision; accurately determine mechanical repair needs and estimate the cost and time of repairs; establish and maintain cooperative-working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must possess a complete set of mechanic hand tools through 1-1/2" and toolbox.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent. Specialized training in the maintenance and repair of gas and diesel powered equipment.

Experience: Five (5) years of increasingly responsible experience performing automotive and equipment maintenance and repair duties comparable to those of an Equipment Mechanic II.

License or Certificate: Possession of a valid California Class A Commercial driver's license with appropriate endorsements is required within 60 days of appointment. Failure to obtain the required license within this period may result in release from probation.

Possession of EPA Section 609 certification issued by an EPA approved program within one year of appointment.

Possession of four (4) ASE Certifications within one year of appointment.

PHYSICAL REQUIREMENTS

Physical Requirements: Position requires the ability to frequently walk, bend, stand, crouch, or climb; lift and carry and/or push or pull job related equipment and parts weighing up to 90 pounds; constantly use overall vision and color perception to read, write, and make observations while troubleshooting; frequently use hands and fingers to grasp and hold hand and power tools and parts; reach with hands and arms; use hands and feet to safely operate a variety of vehicles and heavy equipment; hear well enough to converse on the telephone and in person; perform heavy manual labor for extended periods of time; and tolerate extreme fluctuations in temperature while performing essential functions.

Environmental Conditions: Work is performed in both a shop and field environment that includes working near moving mechanical parts, exposure to loud equipment and machinery, exposure to fumes and/or other environmental substances, and variation in temperatures and weather conditions; and requires travel from site to site. This classification is assigned to the miscellaneous bargaining unit for labor relations purposed and is subject to overtime, callback, and standby assignments.

FLSA Status: Non-Exempt

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