

# CITY OF SEDALIA, MISSOURI

Job Description



<b>Job Title:</b>	<b>LEAD MECHANIC</b>		
Department:	Public Works		
Supervisor:	Vehicle Maintenance Superintendent		
Date:	February 2012	Position No.	PW/23
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for repairing and maintaining a variety of department vehicles and equipment.

## Job Scope:

The purpose of this position is to maintain and repair department vehicles and equipment. Successful performance helps ensure that vehicles and equipment are properly maintained and ready for use.

## Essential Duties and Responsibilities:

1. Troubleshoots, adjusts, repairs, and test all systems on both diesel and gasoline engine vehicles.
2. Inspects, evaluates and determines serviceability of vehicle and equipment systems, assemblies or subassemblies, and the need for repair or disposition.
3. Diagnoses and analyzes malfunctions of major assemblies and subassemblies by visual and auditory examination or through the use of test equipment, to determine the extent of repair or replacement, or recommend disposition of vehicles and equipment.
4. Repairs, adjusts, overhauls, or replaces major assemblies or subassemblies such as engine mechanical, electrical, air-conditioning, fuel, emission, power train, brake, steering and suspension systems.
5. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of vehicles and components.
6. Repairs and changes tires.
7. Conducts scheduled preventive maintenance functions, including checking the condition and operation of batteries, tires, lights, transmissions, exhaust systems, and brakes.
8. Performs corrective maintenance procedures on heavy equipment, including hydraulic, electrical, and various degrees of engine repair.

9. Performs vehicle and equipment maintenance procedures such as tune-ups, oil and filter changes, and heating and air conditioning repair.
10. Uses technical publications to maintain vehicles to prescribed manufactures' maintenance schedules.
11. Responds to emergency call backs.
12. Performs a variety of engine mechanical and diagnostic procedures.
13. Performs emergency repairs on vehicles as necessary; troubleshoots equipment failures at job sites.
14. Completes work orders for equipment repairs.
15. Welds and fabricates parts.
16. Performs some body work; paints repaired vehicles.
17. Orders parts and supplies; maintains inventory records.
18. Maintains the shop and assigned tools; performs housekeeping duties.
19. Tracks pervious repairs in fleet.
20. Performs fire truck maintenance
21. Performs ground maintenance duties as needed.
22. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. 4 years experience working as a fleet mechanic or completion of a mechanical or automotive certified program.
3. Familiar with diagnostic software and basic computer skills

4. Received advance training and/or certifications in general automotive repair, diagnostics, fire truck maintenance, etc. commonly associated with experience in the field.
5. Valid Missouri driver's license
6. CDL Class B with air brakes endorsements required
7. Must agree to be subject to on-going random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of the methods, materials, tools, and techniques used in the repair of automotive and heavy equipment, small engine repair, and diesel generators.
2. Knowledge of troubleshooting procedures.
3. Knowledge of preventive and corrective maintenance procedures for a variety of gasoline- and diesel-powered equipment.
4. Knowledge of the operating principles and mechanical repair of engines.
5. Knowledge of electrical hydraulic and mechanical systems and repairs.
6. Knowledge and ability to order parts. Familiar with computer programs such as Data Plus.
7. Skill in diagnosing complex defects in automotive and heavy equipment and performing appropriate repairs.
8. Skill in reading schematic drawings.
9. Skill in welding and fabricating parts.
10. Skill in oral and written communication.

**Guidelines:**

1. City ordinances
2. Department policies and procedures, work orders, supervisory instructions, preventive maintenance worksheets, and operating, maintenance, and parts manuals.
3. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related duties in automotive and equipment maintenance and repair. The variety of equipment serviced contributes to the complexity of the work.

**Principal Working Relationships:**

Contacts are typically with co-workers, and other city employees.

1. Co-workers, other city employees.
2. Vendors, parts suppliers.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

Assumes supervisor duties in the absence of Vehicle Maintenance Superintendent.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Employee must be physically able to operate a variety of machines, tools, and equipment which may include motor vehicles, computers, power tools, and mechanical hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of moderate to heavy work.

**Work Environment:**

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and other gear.