

CITY OF ORLAND

POSITION TITLE: LEAD EQUIPMENT MECHANIC

Department: Public Works

Date: October 2019

GENERAL PURPOSE

To make major and minor mechanical repairs on a variety of gasoline and diesel-powered equipment; to perform skilled welding in the repair, modification and fabrication of equipment and facilities.

SUPERVISION RECEIVED

This position works under the general supervision of the Public Works Supervisor.

SUPERVISION EXERCISED

This position exercises technical and functional supervision over subordinate maintenance workers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and updates mechanical maintenance schedule.

Diagnoses mechanical defects in cars, trucks, heavy equipment, and other mechanical equipment; coordinates and performs scheduled and emergency repair work.

Estimates repair costs and materials required for individual repair jobs.

Determines need for outside repair work and makes arrangements as necessary.

Disassembles motors and makes general overhaul.

Repairs transmissions, differentials, distributors, fuel pumps, carburetors, steering gears, starters, universal joints, and hydraulic systems.

Maintains and repairs vehicle air conditioning systems.

Lubricates and services all equipment.

Aligns wheels.

Performs vehicle inspections; prepares vehicles for smog inspection, and maintains related records.

Installs radios, racks, safety equipment, towing packages, etc., on vehicles / equipment as requested.

Designs and fabricates a variety of metal products; cuts, fits and welds metal, using gas and electric welding equipment.

Performs skilled brazing and soldering.

Purchases and maintains inventory of spare parts and supplies; assists in preparing bid requests for new equipment purchases.

Makes recommendations regarding the disposal / replacement of vehicles and equipment.

Maintains shop in an efficient and orderly manner; performs general building and grounds maintenance work as required.

Collects and properly disposes of used oil, antifreeze and other hazardous wastes.

Maintains accurate computerized maintenance, repair and inspection records.

Assists in supervising and training maintenance workers as assigned.

Assists Street Department crews with duties as necessary.

Performs all work in accordance with established policies, procedures and standards of quality and safety.

Attends classes and training as required.

PERIPHERAL DUTIES

Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent,
and
- Three years of experience as a journeyman automotive mechanic and welder,

Necessary Knowledge, Skills and Abilities:

- Knowledge of pertinent federal, state and county laws and regulations; theory of internal combustion engine maintenance and repair; operation, maintenance and repair of light and heavy construction equipment and automotive apparatus; tools and equipment used in equipment mechanical work; metal alloys and their physical properties as applied to welding and brazing work; basic computer operations; basic mathematical principles.
- Skill in operating the listed tools and equipment and in performing mechanical diagnoses and repairs.
- Ability to understand and apply pertinent laws, policies, rules and regulations; perform skilled mechanical repair and maintenance of a variety of mechanical equipment; read , interpret and work from blueprints; estimate costs and materials; operate a variety of construction equipment; follow oral and written instructions; provide supervision as assigned; establish and maintain cooperative working relationships with those contacted during the course of work; make required calculations accurately as required; maintain records and prepare required reports with accuracy and in a timely manner.

SPECIAL REQUIREMENTS

- A valid Class B or A state driver's license as required.
- Mobile Air Conditioning Recovery and Recycling certification.
- Current certification and training on City owned vehicles and equipment.

TOOLS AND EQUIPMENT USED

All City-owned vehicles and equipment, mechanic's tools, other hand and power tools, computer, telephone, welding equipment.

PHYSICAL DEMANDS

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

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds) and occasionally heavy objects and materials (up to 100 pounds).

Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, machinery hazards, electrical currents, vibrations, toxic agents, traffic hazards.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.