



SUPERVISING MECHANIC

DEFINITION:

Under general supervision, directs operations of the City equipment shop, including supervision of employees and others assigned to the shop; performs preventive maintenance, skilled repairs, and outfitting of a wide variety of City vehicles, including light to heavy duty trucks, and construction equipment; maintains computerized records of vehicles and equipment; and performs related work as assigned.

EXAMPLES OF DUTIES:

- ▶ Directs operations of the City equipment shop, including supervision of employees and others assigned to the shop; works with department heads to establish priorities and schedules repairs; assists with budget preparation and management as it relates to the shop; reviews and makes recommendations regarding the purchase of parts and supplies.
- ▶ Road tests, inspects and troubleshoots automotive, light and heavy duty trucks, and construction equipment to assess their condition and determine needed repairs; and discusses equipment problems with users.
- ▶ Tunes, repairs, and performs overhauls of gasoline and diesel engines.
- ▶ Fabricates special parts and outfits new equipment for City service.
- ▶ Adjusts, repairs, replaces and/or rebuilds carburetors, fuel injection systems and other fuel system components.
- ▶ Installs, troubleshoots, adjusts, replaces, and repairs and rewires electrical components, such as ignitions, signals, lights, air bag systems, and electrical controls, including computer controlled components.
- ▶ Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, street sweepers, loaders, and forklifts, and prepares cylinders for precision grinding.
- ▶ Adjusts and repairs or rebuilds drum and disk braking systems, valves, master cylinders, pneumatic or other hydraulic controls, and anti-lock braking systems.
- ▶ Repairs and replaces suspension and steering components.
- ▶ Adjusts, repairs, overhauls, or prepares for job shop automatic and manual transmissions, differentials, transfer cases, power take off drives, clutches, and related drive train components.
- ▶ Uses welding and cutting equipment to make repairs or modify equipment.
- ▶ Performs limited body and frame repair, including painting of City vehicles and equipment.
- ▶ Orders materials and supplies required for maintenance and repair work.
- ▶ Repairs and maintains hand held and walk behind power equipment.

- ▶ Keeps accurate written and computerized records of work performed, as well as time and materials used by job and vehicle.
- ▶ Performs on-site field repairs to stationary or disabled equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Principles and techniques associated with supervision of employees and others.
- Tools and equipment used in servicing/repair of automobiles, light and heavy duty trucks, construction equipment, and snow removal equipment, including hydraulics.
- Use, adjustment, and care of test equipment, and hand and power tools common to the trade.
- Safe working practices.
- Principles and practices of gasoline and diesel engine maintenance and repair.
- Budget preparation and management, purchasing, and supply stocking principles.

Skill in:

- Testing, troubleshooting, diagnosis, and making repairs to, and performing preventative maintenance to, gasoline and diesel powered automotive, light and heavy duty trucks, and construction and maintenance equipment. Examples (but not limited to) of the type of equipment would be transmissions, fuels, ignitions, electrical, electronic steering, suspensions, hydraulics, pneumatics, braking, coolants, air conditioning, power take off drives, large transmissions, and other automotive and equipment systems.
- Operating computerized diagnostic, testing, and troubleshooting equipment, operating welding equipment and a variety of power tools.
- Computerized record keeping for vehicle data, procurement, and stocking of supplies.
- Body and frame repair, including painting of equipment.
- Following oral and written instruction.
- Communicating effectively with equipment users and other shop personnel.
- Reading and interpreting repair manuals and schematic diagrams.

MINIMUM QUALIFICATIONS

Experience:

Five years experience as a journey level equipment mechanic, or five years experience comparable to a journey level equipment mechanic with some course work or training to demonstrate attainment of the required knowledge and skills, including supervisory experience.

Other Requirements:

Must possess a valid, appropriate California driver's license and have a satisfactory driving record. Must be able to obtain a Class B driver's license within six months of date of hire. Must be able to lift and maneuver heavy parts and equipment; work out of doors in inclement weather; work in tight or confined conditions; stand for extended periods; stoop, crawl, and reach.