

SENIOR MECHANIC

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in skilled automotive mechanical work related to gasoline, diesel, or alternative fuel powered automobile, light and heavy trucks, and construction equipment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Equipment Maintenance Supervisor.

Exercises technical and functional supervision over assigned mechanic staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, lead, review, and participate in the work of staff assigned to a variety of automotive maintenance and repair tasks related to a full range of municipal fleet vehicles and equipment.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies.

Review the work of assigned crews engaged in automotive mechanical work; inspect work in-progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in the work.

Lead staff and perform the most difficult and complex work in the installation, repair, and maintenance of automotive mechanical, electrical, electronic, and hydraulic maintenance duties.

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Perform difficult welding and fabrication of parts.

Assess materials and labor needed to accomplish assigned jobs and estimate associated costs; ensure availability of supplies, materials, and equipment needed; purchase supplies and materials as necessary.

Maintain accurate records related to automotive mechanical work, including labor, material and equipment costs, and other work-related records

Respond as appropriate and in collaboration with the Equipment Service Writer to comments and concerns expressed by internal customers regarding automotive mechanical work progress and schedules.

Use a personal computer for purposes such as diagnosis of technical automotive problems, researching product information, and entering and retrieving information related to work assignments and other record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping.

Materials, methods, practices and equipment related to a broad range of automotive mechanical, electrical, electronic, hydraulic maintenance, repair, and replacement activities in a full-service municipal fleet environment.

Operating principles of electric motors and engines fueled by gasoline, diesel, or alternative fuels.

Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

Complex components of automotive equipment related to maintenance and repair and associated tools and uses.

Principles and methods of gas and electrical welding and fabrication.

Principles and practices of record keeping.

Ability to:

Act as a lead worker and perform advanced journey level automotive mechanical maintenance, repair, and replacement activities in accordance with modern and sophisticated equipment and current standards.

On a continuous basis, know and understand mechanic repair and maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; train others to operate equipment; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping; pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or more

Communicate clearly and concisely, both orally and in writing.

Respond to field requests for vehicle repair/maintenance.

Work regular shifts as assigned; may be assigned to call back and/or emergency schedules that include evenings, weekends, and/or holidays.

Keep records and make reports; use a personal computer to enter and retrieve data.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Two years of experience performing work similar to that of Mechanic II in the City of Roseville.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California Class B driver's license by date of appointment. Passenger and airbrake endorsements must be obtained within six months of appointment.

Eight valid certificates as an Automotive Service Technician as issued by the National Institute for Automotive Service Excellence (ASE) by date of appointment.

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12-07-20

05-12-07

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07-18-01

Mechanic Leadworker