

CLASS SPECIFICATION



CLASS:	Supervising Mechanic	ESTABLISHED:	Circa 1995
ALLOCATION:	Community Development & Services Agency	REVISED:	March 2011
FLSA STATUS:	Non-Exempt		
UNION AFFILIATION:	YCEA		

JOB SUMMARY:

Under general direction, plan, organize, supervise and direct the work of skilled and semi-skilled support staff performing automotive and construction equipment maintenance and repair for the Public Works Department; perform the full range of maintenance and repair duties on vehicles and heavy equipment; take on the most complex and difficult repair and maintenance jobs; operate a variety of hand, power and shop tools; and perform related work as assigned.

This is the working supervisory level in the heavy equipment mechanic series.

CLASS CHARACTERISTICS:

This position reports directly to the Assistant Public Works Superintendent on all critical functions related to operations of the Public Works Garage. This class is distinguished from the Assistant Public Works Superintendent in that the latter provides supervisory oversight for the road operations and garage operations functions.

EXAMPLES OF DUTIES:

Essential:

- Plan, supervise, assign, coordinate, review, and evaluate vehicle and construction equipment repair work of assigned subordinate staff; implements County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluate workforce and resource needs of assigned staff; ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Assist with identifying the need for, implementing, and evaluating staff training and development programs, customer service initiatives and performance measurement criteria; train and instruct staff in job duties and policies, or arrange for training to be provided; provide guidance to support professional development of staff; participate in the selection of staff including, conducting interviews and making staffing recommendations to management.
- Complete performance evaluations of subordinate staff; evaluate staffs' job performance and conformance to regulations; provide direction, encouragement, and praise through regular feedback sessions; discuss job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Develop or recommend changes to policies and procedures and train staff as required; conduct and participate in safety meetings for all staff and ensure compliance.
- Coordinate the scheduling of repairs and preventative maintenance to include the calculation of labor cost and parts.
- Coordinate with management concerning the need for additional supplies, tools and equipment required to perform the work; maintain an inventory of regularly used materials and supplies.
- Diagnose and perform the most complex and/or difficult repair and maintenance jobs (over 50% of the work day), occasionally under adverse conditions such as heavy rain, wind, heat and remote locations; diagnose and repair the full spectrum of repair and maintenance jobs.
- Work closely with associated staff and vendors to create an annual preventative maintenance schedule for all vehicles and equipment; ensure compliance with the schedule while meeting ongoing repair needs, in a reasonable amount of time for a reasonable price.
- Determine when vehicles and equipment are unsafe to operate and remove them from service.
- Conduct periodic and routine inspections of shop equipment and tools to ensure compliance with safety standards and procedures.

Important:

- Comply with and promote all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintain fleet and records to meet California Air Resources Board (CARB) regulations; recommend retiring or replacing old or outdated equipment as necessary.

- Comply with all Department of Transportation (DOT) and Federal Motor Carrier Safety Association (FMCSA) requirements and regulations.
- Diagnose and perform major repairs and overhauls to both gasoline and diesel engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings and gaskets.
- Diagnose and repair, clean, adjust and install fuel, ignition, electrical, electronic and cooling systems involving repair and replacement of such parts as fuel and water pumps, starter motors, distributors, generators, wiring, switches, batteries and radiators.
- Diagnose, repair and overhaul power transmission systems including such parts as clutches, differential units, gears, bearings, universal joints and hydraulic units.
- Diagnose, repair and adjust steering mechanisms and other controls.
- Road test vehicles; drive truck or equipment as required; inspect vehicles in the shop and field.
- Install and test electrical systems in vehicles as necessary; modify such systems as required.
- Diagnose, repair and maintain vehicle air and hydraulic brake systems, hydraulic systems and associated power take-off equipment.
- Perform preventative maintenance work on construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment.
- Read and interpret manuals, drawings, and specifications; estimate labor, material and equipment and specify parts required to complete assignments.
- Use and perform minor maintenance on hand, power, and shop tools and test equipment related to the work; use welding equipment to fabricate and repair parts and equipment.
- Make oral and written reports of work performed; complete forms and maintain accurate maintenance records and required DOT/FMCSA records.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic supervisory principles and practices.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation, and employee training and discipline.
- Methods, techniques, parts, tools and materials used in the maintenance and repair of gasoline and diesel powered automobiles, trucks and construction equipment.
- Basic operating principles of gasoline and diesel engines and standard and automatic transmissions.
- Automotive servicing, preventative maintenance and basic repair principles and practices.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Safe work methods and safety regulations pertaining to the work; including OSHA, DOT and FMCSA.
- CARB Regulations.
- Shop mathematics and estimation.
- Record keeping practices.
- Basic computer applications related to the work.

Skill in:

- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Planning, assigning, organizing, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Servicing and performing technical and complex vehicle and construction equipment maintenance and repair activities.
- Diagnosing and repairing a wide variety of diesel and gasoline powered vehicles and equipment.
- Skillfully and safely, operating and maintaining a variety of hand, power and shop tools and equipment used in the work.
- Being careful about detail and thorough in completing work tasks.

- Estimating necessary materials and equipment to complete assignments.
- Reading and interpreting manuals, specifications and drawings.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing records and reports of work performed.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Ensure work is performed safely.
- Quickly and repeatedly adjust the controls or components of a machine or a vehicle to exact positions.
- Imagine how something will look after it is moved around or when its parts are moved or rearranged.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the following abilities:

- Manual dexterity and sufficient use of hands, arms and shoulders to perform repair and maintenance duties.
- Mobility to work in a typical shop or related maintenance setting, including operating typical trade test equipment, hand and power tools, and standard office equipment.
- Stamina to stand, walk, climb, bend, sit, push and pull heavy items, and to work in confined or awkward spaces for an extended period of time.
- Strength to lift and maneuver materials and equipment weighing up to 50 lbs
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Speak and hear well enough to understand, respond, and communicate clearly in person, over a radio and on the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical heavy equipment garage.
- Work with exposure to potentially hazardous fuels, oils and solvents.
- Work under adverse conditions, such as heavy rain, wind, heat and smoke.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess and maintain a valid California Class C driver's license.
- Ability to possess and maintain a valid California Class B driver's license within six months of hire.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Work extended shifts or be called back in emergency situations.
- Provide hand tools as required by the County to perform the work.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to graduation from high school and five years of journey-level experience in the maintenance and repair of vehicles and/or heavy construction equipment, which includes at least one year supervising mechanics; may substitute technical school training in vehicle maintenance and repair and/or trade certifications such as ASE for up to two years of the required experience.

PREFERRED: In addition to the minimum, possession of an Associate of Arts degree in vehicle maintenance repairs and/or completion of an equivalent nationally recognized automotive training program and additional years of advance experience in vehicle maintenance.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Community Development Approval:
Mike Lee
Date:

EEOC: G
WC: 9422

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____