

LEAD VEHICLE MAINT MECH

GENERAL STATEMENT OF DUTIES

Maintains and supervises city fleet and equipment.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent

SUPERVISION EXERCISED

Supervises Mechanics and other Central Garage staff.

Responsible for the safe actions of supervised employees and insuring the safe condition and performance of supervised tools, equipment and operations.

JOB DUTIES

- All duties of a Mechanic position.
- Maintains scheduled and preventative maintenance, inspections, grease and oil changes, and keep records thereof.
- Maintains records of maintenance, repairs and time. Keeps individual vehicle records of all repairs including parts, cost and labor.
- Trains new employees and mechanics.
- Initiates purchase orders as required, including preparing inventories of parts and supplies.
- Reports operational and maintenance problems, needs, and concerns to the Superintendent for required action.
- Requisitions all garage equipment and mechanical tools through supervisor.
- Coordinate with superintendent in scheduling major repairs.
- Assist in preparation of vehicle and equipment specifications.

- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Training (seminars, workshops, etc.) in diagnostic and other vehicle repair and maintenance equipment. Must be qualified to troubleshoot and repair computer controlled vehicle systems. Must be qualified to operate electronic diagnostic equipment. Ability to perform record keeping of all vehicle maintenance. Five years mechanical experience, at least two of which has been in a responsible supervisory position.

Must be able effectively supervise and motivate a work crew.

UNUSUAL OR SPECIAL WORKING CONDITIONS

Responds to call-outs in times of emergency or other times of need.

Required to work in severe weather conditions and possible hazardous traffic conditions.

Minor to significant levels of physically demanding effort.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.
- Certificate of Completion of Diesel Mechanics Course.

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Paygrade: OMEC Contract	Classification: Provisional
F.L.S.A. Rating: Non-Exempt	Civil Service Rating: Classified - Non-competitive

Approved by Civil Service Commission December 13, 1995