

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: EQUIPMENT MECHANIC LEAD WORKER

DATE: 7/1/2022

JOB CODE: 21781

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GEN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision or direction to, lead, guide, train, instruct, correct, and participate in/perform fully the work of assigned crew of mechanics in performing a variety of skilled, semi-skilled, and unskilled duties related to fleet services; personally respond to and perform a variety of specialized and highly skilled duties in the servicing, repair, and adjustment of automobiles, trucks, construction equipment, and other related equipment powered by gasoline, diesel, CNG, LPG, and propane; plan, organize, and coordinate fleet maintenance and repair operations; coordinate assigned activities with other divisions/sections; ensure compliance with applicable rules and regulations; provide technical and specialized assistance to the Fleet Supervisor; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Equipment Mechanic Lead Worker is an advanced journey level working crew leader level position that oversees fleet maintenance and repair operations. The class of Equipment Mechanic Lead Worker is distinguished from the Equipment Mechanic II in that the latter performs day-to-day maintenance and repair of fleet vehicles and equipment. The Equipment Mechanic Lead Worker responsibilities require comprehensive knowledge of fleet maintenance and repair, the ability to organize and oversee the work of assigned staff, and the ability to efficiently and appropriately execute various administrative functions. The incumbent is required to work independently, using initiative and discretion, within established guidelines; interface with the Fleet Supervisor on a regular basis regarding work and staff assignments and performance issues; and provide significant and appropriate input regarding performance evaluations of assigned staff. The incumbent is expected to use sound independent judgment in carrying out job assignments and may serve in the absence of the Fleet Supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist the Fleet Supervisor in the preparation of performance evaluations;
- Assist in the training, scheduling, and safety of assigned staff;

- Ensure staff adherence to Department policies and procedures;
- Participate in, oversee, lead, direct, train, guide, check, monitor, inspect, assign, and report on (collectively referred to as "lead") the work of assigned staff engaged in the performance of skilled, semi-skilled, and unskilled work in the execution of fleet duties;
- Plan, organize, coordinate, and review the maintenance of all Department fleet vehicles and equipment;
- Prepare and maintain accurate daily records of time, materials, parts, and work performed and make recommendations regarding the need to replace equipment and vehicles;
- Determine and recommend equipment, materials, and staffing needs for assigned operations, projects, and programs; participate in the annual budget preparation; prepare detailed cost estimates with appropriate justification, as required; maintain a variety of records and prepare routine reports of staff work performance;
- Prepare written specifications for vehicle, equipment, and shop tools/equipment purchases; review submitted bids and make awards; organize and monitor delivery of purchased equipment;
- Prepare and monitor work schedules to ensure timely completion of maintenance and repair activities; enter maintain, and code work orders;
- Assign work to mechanic staff on a daily basis and adjust work schedules to meet work demands; advise supervisor of repair work to be contracted out;
- Ensure the work of assigned staff is performed in a safe and efficient manner;
- Interact with Department staff at all levels in a collaborative and customer service oriented manner;
- Order supplies, materials, and parts necessary for the maintenance of vehicles and equipment; maintain inventory; contact vendors for hard to replace parts;
- Ensure compliance with all applicable rules and regulations of the Environmental Protection Agency and Department of Environmental Quality; prepare related reports and other necessary correspondence.
- Prepare accurate monthly regulatory compliance reports for AQMD, CHP, San Bernardino County Hazardous Materials and other agencies as directed;
- Run fuel records in computerized programs used by the Department;
- Requisition gasoline, diesel, and oil as necessary;
- Oversee gasoline and diesel tank inventory and maintain accurate records of fuel delivery receipts ensuring correct delivery amount;
- Assist the Environmental and Regulatory Compliance (ERC) division with legal and responsible disposal of fleet and Water Utility hazardous waste materials; maintain copies of manifests for fluid and solid materials for inspections performed by San Bernardino County Fire, EPA, ERC, and other agencies;
- Assist ERC with required Air Resources Board (ARB) heavy duty diesel truck and off road vehicle exhaust particular matter reduction and maintain accurate records;
- Assist ERC with continued ARB, SCAQMD, and EPA compliance of the gasoline dispensing facility and associated testing, certification, and record keeping; perform daily and weekly inspections of vapor recovery nozzles, coaxial hoses, diesel hoses, nozzles, swivels, spill containment buckets and Veeder Root computer for proper operation and exterior spills;

- Assist ERC and Water Utility with spill prevention monthly inspections and maintain associated records required by the EPA;
- Inspect and diagnose mechanical defects in automobiles, trucks, tractors, backhoes, skip loaders, cranes, trenching machines, air compressors, welding equipment, and other mechanical equipment used in water and water reclamation maintenance and construction;
- Perform the most complex fleet maintenance and repair duties; may perform all duties required of the Equipment Mechanic I/II;
- Maintain and repair buck-up power generators; perform testing on all Department generators;
- Adjust brakes, ignitions, and carburetor systems; Inspect equipment for mechanical defects and replace worn parts;
- Make or oversee emergency repairs out of the shop;
- Repair power lawnmowers, cement saws, and portable pumps;
- Assist in the evaluation and determination of appropriate responses; notify customers (as directed by supervision or management) of problems and the Department's responsibility to perform necessary actions;
- Inspect and verify work in progress and completed work of assigned staff and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications;
- Assist the Fleet Supervisor with the preparation of performance evaluations;
- Establish standards of performance for assigned staff; ensure adherence to Department policies and procedures;
- Assist the Fleet Supervisor with accomplishment of section goals, objectives, and budget;
- Enter data into computerized maintenance programs or databases and/or perform other basic computer based functions in Microsoft Excel or Word;
- Prepare accurate reports and keep a variety of records, including daily route records, work orders, safety worksheets, equipment and vehicle usage logs, and other related documents;
- Develop and maintain effective working relationships with suppliers;
- Provide confidentiality, support, and positive attitude necessary to meet all Department goals and maintain employee morale;
- Operate Department vehicles;
- Act in the absence of the Fleet Supervisor; and
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop;
- Methods of communicating effectively with vendors, staff and external agencies and organizations;
- Principles and methods used in a program of preventive maintenance;
- Accurate record keeping methods;
- Principles of organization, supervision, and employee training;
- Supervision, operation, maintenance, and scheduling of equipment repair work;
- Techniques used in diagnosing malfunctioning engines;
- Appropriate safety precautions and procedures
- Department of Transportation Class "A" and "B" vehicle inspection regulations and reporting requirements
- Moderately complex record keeping procedures;
- Basic English both spoken and written;
- Fundamental Principles and basic techniques of public relations;
- Effective leadership methods and problem solving skills;
- Appropriate safety precautions and procedures, occupational hazards, safety policies, and safe work practices relative to assigned work.

Ability to:

- Plan, direct, and assist when necessary in a variety of mechanical maintenance and repair work;
- Oversee, lead, direct, train, guide, check, monitor, inspect, assign, and report on the work performed by fleet staff;
- Plan and schedule work assignments; set priorities, provide training, evaluate, select and recommend advancement and discipline for subordinates;
- Diagnose mechanical equipment problems and determine necessary repairs;
- Estimate labor and material costs and requirements for major mechanical maintenance;
- Maintain accurate records of materials, supplies, and equipment;
- Supervise and schedule a preventive maintenance program;
- Operate vehicles and construction equipment observing legal and defensive driving practices;
- Perform moderately heavy physical labor;

- Read and write at a level sufficient for job success;
- Exercise sound judgment in the performance of duties;
- Prepare clear, concise, and accurate oral and written reports; maintain accurate records;
- Make simple mathematical calculations with speed and accuracy;
- Understand and carry out oral and written instructions;
- Communicate effectively, both orally and in writing; effectively convey oral and written directives from superiors to subordinates;
- Lift and transport materials and supplies weighing up to 50 pounds;
- Work in a variety of environmental conditions, indoors, and out, including wide temperature variations, noise, vibrations, fumes, odors, and dust;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Read, understand, and apply moderately complex materials;
- Operate a computer and common office equipment/software;
- Recommend changes to improve the safety, efficiency, or effectiveness of system operations and equipment;
- Work under moderate to high stress conditions;
- Establish and maintain effective working relationships with City and Department staff, the public, others encountered in the course of work; exercise patience, tact, diplomacy, and courtesy in dealing with the public and employees;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent;

Experience: Five (5) years of increasingly responsible experience as a mechanic performing journey level fleet maintenance repairs to light and heavy gasoline and diesel-powered equipment, automotive, and construction equipment overhaul and repair

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "B" driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake and tanker endorsements and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required at time of application.

Must obtain and maintain a valid California Class "A" commercial driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake and tanker endorsements and valid Medical Examiner's Certificate appropriate for the equipment to be operated within six (6) months of appointment.

For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c) and a valid

California Class "A" commercial driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake and tanker endorsements and valid Medical Examiner's Certificate appropriate for the equipment to be operated must be obtained within six (6) months of appointment.

Must provide proof of, and maintain, a driving record acceptable to the Department's insurance carrier.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work is primarily performed in a field environment that is frequently loud and prolonged in a variety of environmental and extreme weather conditions (both indoors and out), and in or near street traffic with significant exposure to hazardous drivers. Incumbents are exposed to wet and/or humid conditions, heavy vibration, and in precarious places and frequently work on slippery or uneven surfaces. Work occasionally involves exposure to potential physical harm, infectious disease and hazardous chemicals, fumes, airborne particles, gas, dirt, dust, grease, oil, solvents, and fumes in various states (gaseous, liquid, or solid). Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions. Incumbents are regularly required to sit, walk, and stand on a variety of surfaces, use hands to finger, handle, feel, or operate objects, tools, and controls, use hands and arms at any height (including above the shoulder), perform repetitive movements of hand and/or wrists and traverse or stand on uneven surfaces. There is frequent need to stand, stoop, bend at the waist, walk, crawl, crouch, climb, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, regularly lift and/or move in any direction materials and supplies weighing up to 50 pounds (and occasionally 100 pounds), and to travel to various locations. Must be able to see in the normal visual range with or without correction with both eyes and depth perception with vision sufficient to see color, adjust focus, read small print, computer screens, phone screens, and other printed documents, as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Equipment Mechanic Lead Worker

To: Fleet Supervisor

Job Description:

BOWC Approved:	<u>7/21/1998</u>
Rev:	<u>3/7/2017</u>
Rev w/title change	<u>10/23/2018</u>
Rev:	<u>6/28/2022</u>

Testing Standards: App Review/ Supp App Review