

CITY OF BEAVERTON

Mechanic Lead

General Summary

Serve as crew lead. Plan, assign and review crew work. Perform a full range of maintenance and repair duties related to a vehicle and equipment fleet. Perform administrative duties to assist with efficient and effective flow of work within section. May act as Fleet Manager in his or her absence.

Key Distinguishing Duties

Coordinate small or routine projects, plan daily work assignments and conduct performance discussions. May develop performance appraisals for assigned employees.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assign, schedule and review staff work. Provide coaching to employees and write performance evaluations with approval by supervisor. May participate in the selection process.
2. Serve as a member of the fleet section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Provide input into the five year plan. Assist in the preparation and monitoring of the section budget.
3. Performs work of crew including corrective vehicle and equipment repair and maintenance, new vehicle equipment preparation, and modification or preventative maintenance.
4. Conduct emergency service calls in the field. Diagnose problems and make repairs, as appropriate.
5. Manage fleet Department of Environmental Quality (DEQ) program. Conduct annual tests of all E-plate vehicles. Submit required state reports and issue DEQ certificates of all vehicles.
6. Maintain computerized and hard copy of vehicle and service records. Review to ensure compliance with other agencies, laws, codes, ordinances and regulations.
7. Assist in ordering needed materials. Complete paperwork and records.
8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.

9. Coordinate work activities with staff, internal and external customers, contractors, vendors and the general public. May develop contract specifications for bid requests.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the fleet section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Follow standards as outlined in the Employee Handbook.
18. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures related to automotive and diesel/combustion engine maintenance and repair.
- ◆ Expert knowledge of practices and techniques used in a full service automotive and diesel/combustion engine repair and maintenance garage.
- ◆ Expert knowledge of metal cutting and welding.
- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing automotive and diesel/combustion engine repair and maintenance.

- ◆ Expert knowledge of tools and testing equipment used in automotive and diesel/combustion engine repair and maintenance.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to managing a full service automotive and diesel/combustion engine repair and maintenance garage.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to develop and maintain vehicle maintenance standards and vehicle service life.
- ◆ Advanced ability to write maintenance specifications.
- ◆ Advanced ability to fabricate and adapt tools and equipment.
- ◆ Advanced ability to work with computerized equipment and testing systems.
- ◆ Advanced ability to interpret technical repair and maintenance manuals.
- ◆ Advanced ability to maintain accurate records.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to develop budget input and resource estimates.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong basic ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associate's degree in automotive/diesel technology or graduation from a two year automotive school and 5 years experience in a full service fleet maintenance and repair garage that included diesel and combustion engines with some experience in a lead role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License-B with air brake and tank endorsements required.
- ◆ Oregon Department of Environmental Quality (DEQ) Fleet Vehicle Emission Inspector License required.
- ◆ Oregon DEQ Refrigerant Recovery Certificate required
- ◆ Motorcycle endorsement required.
- ◆ Certified forklift operator license.

Working Conditions

Occasional focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; rare lifting, moving and carrying of objects over 50 pounds; rare lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; occasional work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Mechanic III

Revised: 1/98

New class specification title 1/98: Mechanic Lead

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date