

CITY OF LAKE ELSINORE

CHIEF MECHANIC

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs complex tasks and duties, including service and mechanical repairs to automobiles, trucks, tractors, boats, motor sweepers, and other heavy and light power driven City equipment; maintains appropriate work records, which may include City vehicle repair and inventory records; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief Mechanic** is the advanced journey level class responsible for implementing and maintaining a preventative maintenance program for automotive, boats, busses, and heavy and light power driven equipment, and for insuring a safe and clean Public Works yard. The incumbent prepares and maintains equipment repair schedules, maintenance records and parts inventories. This classification is distinguished from the next higher classification of Public Works Superintendent in that the latter is responsible for overall supervision of the Public Works maintenance programs.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Public Works Manager. Incumbents in this class do not routinely exercise supervision, but may provide technical supervision to maintenance workers and/or court assigned workers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Works with supervisors and equipment operators to troubleshoot, diagnose and repair automobiles, trucks, heavy equipment, tractors, boats, busses, and a variety of hand operated power equipment; responds to in-field service calls throughout the City; test drives or operates a variety of equipment; keeps current on technological changes related to equipment maintenance.
- Performs preventative maintenance inspections on diesel and gasoline powered vehicles and equipment, including tune-ups, frame and chassis lubes, oil and filter changes, inspections of vehicle or equipment drive trains, tires, body, engines, chassis components, and hydraulic systems; lifts vehicles and equipment using a variety of hoisting apparatus.
- Implements and maintains a preventative maintenance program using outside vendors for specialized services; determines needed services and schedules and ensures delivery of equipment to vendors; monitors vendor service and inspects all finished contract work.

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- Removes, repairs and installs chassis or frame components, including shocks, struts, spindles, bushings and brake assemblies (drums, rotors, wheel and master cylinders); orders, replaces and balances tires; removes, repairs and reinstalls external engine components, such as belts, alternators, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps, and miscellaneous filters.
- Performs diagnosis, repair and installation of vehicle electrical systems, including batteries, charging systems, aftermarket components, lighting systems (including light bars, strobe systems and interior lights), video cameras, radios, computer system components, and switches.
- Performs fabrication and gas and MIG welding duties from free hand to pattern type components; operates drilling, cutting, threading and grinding equipment; performs minor body repair.
- Obtains specifications and price quotes on new and replacement vehicles and equipment; orders and obtains replacement parts and supplies; orders oil and anti-freeze; monitors fuel cards; assists in development of the equipment maintenance budget and monitors the approved budget.
- Has overall responsibility for the security, cleanliness and safety of the City yard; oversees the storage and disposal of hazardous materials; completes required M.S.D.S. documents; inspects and runs generator at City Hall and monitors maintenance agreement; maintains city radio antenna facility.
- Maintains vehicle maintenance and repair records; keeps accurate inventory control records; assists with California Highway Patrol vehicle inspections; schedules and takes vehicles to vendor for required smog certifications; schedules and takes vehicles to vendors for computer diagnostic analysis and repair.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or airborne particles, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Chief Mechanic**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of journey level experience in vehicle and equipment maintenance and repair, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class A or B California driver's license. Ability to obtain certification from The University of California in "Safety through maintenance and construction zones".

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Methods, materials, equipment and tools used in vehicle, water craft and public works equipment maintenance and repair; methods and techniques of mechanical and electrical diagnosis; operation and care of internal combustion engines and their components; principles and methods of preventive maintenance; methods, materials, practices and tools of equipment repair; methods and techniques of welding, body repair and painting; applicable federal, state and local laws, codes and regulations, including requirements pertaining to vehicle emission equipment requirements, and EPA regulations for proper handling of chemicals and hazardous waste; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; methods and techniques for record keeping and report preparation; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect automotive, emergency, water craft and public works equipment to locate mechanical defects; diagnose mechanical, electrical and hydraulic problems and determine corrective procedures; perform repair work on diesel and gasoline engines and hydraulic systems; perform a variety of welding work; estimate time and materials needed for work; read and understand repair manuals and schematics; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of diagnostic equipment and power and hand tools used in heavy and light equipment repair.