



City of Lake Oswego, Oregon

Job Description

LEAD MECHANIC

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 151

Job Code: 5018

Class Summary

Under the general supervision of the Support Services Supervisor, performs skilled mechanical and electrical repairs to gasoline and diesel powered vehicles, construction and agricultural equipment. Repair and maintenance work performed includes, but is not limited to, diagnosing engine problems, servicing engines and automatic transmissions, brake work up to and including overhauling hydraulic and air brake systems, and repairing steering and suspensions. Makes routine tune-up repairs, diagnoses and repairs electrical problems, including charging, starting and lighting. Performs other skilled and unskilled utility maintenance work as assigned.

Distinguishing Characteristics

This is the advanced journey level class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff, performing the more technical work of the unit, and providing administrative support to the assigned unit.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. With the use of engine diagnostic equipment, analyzes and repairs gasoline engines. Repairs range in difficulty from complete engine overhauls to spark plug replacements.
2. Repairs faulty and worn-out electrical circuits in automobiles and trucks.
3. Makes minor adjustments to automatic transmissions, and performs repairs to clutches and standard transmissions.
4. Overhauls, adjusts and relines hydraulic and air brake systems.
5. Checks front end components of vehicles, making adjustment and replacing parts as required.
6. Makes minor metal repairs to vehicle bodies and paints.
7. Disassembles interiors of vehicles including door panels and dashes.

8. Serves as primary point of contact for incoming requests through work orders or direct contact. Assesses the nature of the repair request and assigns a priority. Prepares a schedule for preventative maintenance.
9. Observes the work of the other Mechanics, offering tips and suggestions for time savings, and repair techniques.
10. Performs complex work in the inspection, repair, and maintenance of automotive equipment including tractors, trucks, power mowers, power sweepers, police cars, and construction equipment. Determines extent, type, and cost of repairs.
11. Orders parts and equipment, such as, but not limited to fuel, lubricants, filters, accessories, and wear items. Maintains an inventory of spare parts, ordering parts and supplies as needed to complete repairs on a timely basis. Reviews and codes invoices and processes documents according to established procedures.
12. Maintains records of repair and maintenance work, recording dates, labor, and parts costs.
13. Coordinates services with outside vendors and assures all work is conducted to the City's satisfaction both in terms of quality and cost.
14. Assigns or personally responds to emergency breakdowns and repair vehicles at emergency site. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
15. Researches, trains and demonstrates required skills and safe work practices for mechanics in all areas of vehicle maintenance.
16. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- The safety practices and procedures related to automotive and diesel engine maintenance.
- Gasoline and diesel engine drive trains.
- The tools and diagnostic equipment used in automotive diesel/combustion engine maintenance.
- Arithmetic and mathematics principles.
- English grammar, spelling and usage.
- Problem resolution techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Work with diagnostic testing systems used in the maintenance of gas and diesel engines.
- Prepare budgets.
- Interpret technical maintenance manuals.
- Maintain accurate records.
- Work in a team.
- Exhibit excellent internal and external customer service skills.
- Communicate effectively orally and in writing.
- Use general office equipment and software.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's degree in Automotive Mechanics or related field and one year related experience; or, an equivalent

combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid commercial driver’s license (CDL) within six months of appointment and ability to meet the City’s driving standards.

Must possess or be able to obtain within six months from appointment an Oregon DEQ Fleet Vehicle Emission Inspector License.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Frequently required to perform manual labor for extended periods of time; distinguish color; climb ladders and stairs; bend, squat, push/pull, reach and work overhead; climb on and under equipment; work in uncomfortably small areas; stand or walk for extended periods of time. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.