CHIEF MECHANIC

DEFINITION

Under general supervision, performs advanced journey-level work in the maintenance, diagnostic, and repair of light and heavy duty vehicles and equipment; serves as a lead worker and assists supervisor in job assignments, training, review of staff; acts as Public Works Maintenance Supervisor in supervisor's absence; and performs related work as required.

EXAMPLES OF DUTIES

Assigns, works, provides lead direction, monitors and assists the work of mechanics in the maintenance and repair of vehicles and equipment in the City Garage; performs all maintenance and repairs, fabrication and modifications to city vehicles and equipment, (including automobiles, trucks, motorcycles, police and fire equipment, street sweepers, Vac-Con's, construction equipment, mowers, trailers, tractors, rollers, diesel or gasoline powered loaders, alternate fuel and hybrid vehicles.); schedules preventive maintenance and emergency repairs with other departments; inspects work in progress and does necessary corrections; inspects and determines vehicles and equipment due for warranty work and schedules; maintains computerized vehicle records, time and materials records used on each job; enforces safety rules, regulations and procedures; assists in employee evaluations; relieves Public Works Maintenance Supervisor of general field work by handling the more difficult repair and diagnostic jobs (including ABS, climate control, cooling, drivability gas/diesel, electrical, exhaust, hybrid, powertrain, restraint, steering/suspension, tire pressure monitor systems); maintains adequate inventories of shop tools, equipment, fuel, parts and supplies as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of safely operating an automotive repair garage; preventive maintenance inspection methods; current diagnostic procedure and repair tools, materials, and equipment used in vehicle repair and modification; knowledge of safety practices related to the work and basic computer skills.

Ability to:

Effectively direct daily shop operations; acquire a thorough knowledge of divisional regulations and procedures; assist and train personnel in all diagnosis of vehicle
computer systems; service and repair vehicles and equipment within the Motor Vehicles Division; compile and maintain records of operation, maintenance and inventory; follow and give oral and written instructions; perform necessary administrative tasks; effectively lead the staff, use initiative and independent judgment within policy and procedures; make process improvements and streamline procedures; organize work; set priorities; meet deadlines and follow up with a minimum of direction; maintain a level of productivity within industry standards; maintain skills as technology advances; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Four years as a skilled automotive/truck mechanic, at least one year in repair maintenance of heavy gas and diesel powered equipment; at least one year in a lead, senior, or supervisory capacity.

**Education:** Graduation from high school or equivalent.

**License/Certification:** Possession of a valid Class B California Driver’s License including a Tank Endorsement or the ability to obtain one within twelve months of appointment.

The following certifications are highly desirable:
- Possession of a current National Institute of Automotive Service Excellence (ASE) Certificates in Master Automobile or Truck Certification
- Office of State Fire Marshall (OSFM) Level 1 Fire Mechanic Certificate

**Physical Requirements:** Moderate and sometimes strenuous exertion required, including walking, standing, bending, kneeling, lifting and carrying; may have to work on ladders, in adverse conditions which include weather, noise, noxious odors, gases and contact with petroleum products.

R: 09/13