

## **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

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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