

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LEAD MECHANIC  
CLASS CODE: 7030

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 7/2/2014 (REVISED 1/9/2012 VERSION)  
DEPARTMENT: PUBLIC WORKS

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## **JOB SUMMARY**

Under general supervision of the Fleet Services Shop Supervisor, performs journey-level mechanical work relating to the maintenance of County Fleet Services vehicles, equipment, and facilities. This working lead classification also has responsibility for training and safety.

## **ESSENTIAL DUTIES**

### ***Mechanic Duties:***

Performs journey-level mechanical work on a wide variety of diesel powered vehicles and equipment, heavy duty gasoline vehicles, pickups, cars, light duty equipment, and related systems.

Diagnoses and repairs computer systems, fuel injection systems, carburetor systems, hydraulic systems, brake systems, electrical systems, suspension systems, and cooling systems of County equipment.

Overhauls gasoline and diesel engines, transmissions, front and rear differentials, transfer cases, and gear boxes.

Performs major tune-ups of County vehicles.

Modifies and fabricates special equipment to meet needs of various County departments.

Performs body work on County vehicles and equipment including replacement of body parts, repairing fiberglass, sanding, and painting.

Performs all duties of Mechanic Assistant and Mechanic I/II as necessary to ensure functional operation of the Fleet Services.

Responds to emergency situations on an on-call basis as assigned.

### ***Lead Duties:***

Ensures proper maintenance and certification of lifting equipment, bucket trucks, and aerial devices.

Monitors and trains shop personnel in the safe use and operation of hand tools and power equipment.

Ensures that hand tools and power equipment are properly maintained and safe to use.

Ensures that equipment safety guards are in place and properly adjusted.

Ensures that safety glasses, face shields, welding helmets and other safety equipment are being used and are kept in good repair.

Provides monthly safety training for shop personnel and maintains documentation regarding dates, times, topics presented, and employees in attendance. Disseminates department safety information to employees.

Ensures paints, solvents, and other chemicals are used safely and disposed of properly. Maintains Material Safety Data Sheet documentation for all materials in the shop.

Trains mechanics in diagnostic and repair procedures.

Schedules training opportunities for shop personnel and maintains documentation of attendance.

Maintains documentation regarding the certification status of shop personnel.

Trains shop personnel in the use of computerized equipment and maintains current software updates for applicable equipment.

Coordinates maintenance and repair schedules with drivers, vendors, and others.

Supervises shop personnel in the absence of the Fleet Services Shop Supervisor.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** hazardous chemical handling procedures; procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles; occupational hazards related to mechanical repairs; electrical repair and reading schematics; on-board automobile computer systems; related OSHA requirements and other safety standards; training and supervisory techniques.

**Skill in:** operating a forklift, other motorized equipment and various hand, pneumatic, and power tools; utilizing diagnostic equipment, emission testing equipment and computer testing activities; using cutting torches and welding equipment; word processing and basic computer programs; composing documents for bid proposals and safety meetings; the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs.

**Ability to:** maintain cooperative relationships with those contacted in the course of work activities; follow verbal and written instructions; read, write, and perform basic math calculations; coordinate multiple tasks efficiently; track certification status and maintain records; and lead and train others while maintaining own workload.

### **PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; lifts or otherwise moves objects weighing up to 80 pounds; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; and communicates via radios.

**Occasionally:** ascends or descends ladders, scaffolding, ramps, poles, and the like; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in a partially environmentally controlled building but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work exposes incumbent to moderate to loud noise, to hazardous chemicals, and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires the use of protective devices such as masks, goggles, and gloves.

### **EDUCATION AND EXPERIENCE**

An associate's degree related to automotive or diesel mechanics and five (5) years of formal work experience performing journey-level automotive mechanical repair activities. Other equivalent combinations of related education and experience totaling seven years such as a one year certificate program and six years of experience or a high school diploma and seven years of experience may also be considered. Preference may be given to applicants with lead, supervisory, or training/safety oversight experience.

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

Mechanics may be required to provide basic automotive repair tools as a condition of employment. Selected applicants may be subject to a background check.

Applicants must possess, and if selected maintain, a Utah State Inspection License, a Utah County Emissions License, certification as a Forklift Operator, and a valid State of Utah class A Commercial Driver's License with T and X endorsements.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.