

**Lead Mechanic** RD/3

Road

JOB SUMMARY

This position is responsible for the mechanical repair and maintenance of county vehicles and equipment.

MAJOR DUTIES

* Troubleshoots vehicle and equipment operations problems; diagnoses problems and makes repairs.
* Performs preventative maintenance on vehicles and equipment according to standard schedules.
* Transports tools and equipment to perform field repairs.
* Adjusts, repairs, or replaces parts and equipment.
* Welds and fabricates parts.
* Delivers vehicles to dealers for warranty repairs.
* Attends safety meetings and classes.
* Maintains tools and equipment.
* Maintains a safe and tidy shop.
* Provides guidance and support to less-experienced staff.
* Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

* Knowledge of the methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment.
* Knowledge of department and county policies and procedures, and relevant federal, state, and local laws and regulations.
* Knowledge of work safety principles.
* Knowledge of preventative maintenance schedules.
* Knowledge of computers and job-related software programs.
* Knowledge of inventory management principles.
* Knowledge of county purchasing policies and procedures.
* Skill in the operation of a variety of vehicles and equipment.
* Skill in the diagnosis and repair of a variety of vehicles and equipment.
* Skill in problem solving.
* Skill in prioritizing and planning.
* Skill in interpersonal relations.
* Skill in oral and written communication.

SUPERVISORY CONTROLS

The Road Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include manufacturer maintenance and repair manuals, work safety guidelines, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

* The work consists of varied vehicle and equipment maintenance and repair duties. The variety of equipment to be maintained contributes to the complexity of the work.
* The purpose of this position is to repair and maintain county vehicles and equipment. Successful performance helps ensure the provision of safe and well-maintained vehicles for a variety of department operations.

CONTACTS

* Contacts are typically with co‑workers, vendors, dealerships, and other county employees.
* Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

* The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
* The work is typically performed in a garage, stockroom, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS

* Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
* Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years’ experience or service.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.