

DESCRIPTION OF WORK

Under general direction of the Director of Public Works, plans, supervises and performs a variety of skilled maintenance and repair work to gas and diesel powered automotive and power equipment, including light to heavy equipment.

DUTIES-EXAMPLES OF WORK**ESSENTIAL DUTIES:**

Prioritizes, schedules and assigns work to self, mechanics and service worker; diagnoses malfunctions and writes repair orders; orders parts and supplies; maintains inventories; observes work in process and upon completion for adequacy; prepares time sheets; trains and instructs staff in needs and procedures of repair and service; proposes and monitors budget; maintains library of service manuals; participates in evaluating, disciplining, promoting and terminating employees; designs, fabricates and assembles special equipment; notifies department heads and supervisors of scheduled repairs and maintenance; supervises and performs a variety of skilled repairs, including gasoline and diesel engine and transmission overhauls, grinding valves and rocker arms, repairing or replacing starters and generators, installing bearings, brushes, and distributors, replacing electronic components, overhaul of brake cylinders and differentials, re-packing wheel bearings, repairing hydraulic systems, overhauling heavy equipment and apparatus; welding; maintains small engines and equipment; recommends replacement of equipment and vehicles.

OTHER DUTIES: Recommends and reviews specifications for fleet units; performs related duties.

QUALIFICATIONS

Thorough knowledge of the principles and practices of fleet repair and service.

Ability to diagnose mechanical problems and take effective action to correct the malfunction.

Ability to organize and coordinate a fleet preventive maintenance program resulting in minimal downtime and repair cost.

Ability to organize and maintain shop records effectively.

Ability to supervise and instruct personnel effectively in order to maximize productivity and effective operation and minimize repeat repairs of equipment.

Ability to purchase parts, supplies, and fuels in an economical manner.

Ability to maintain an effective relationship with equipment operators, officials, employees, and vendors.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform heavy physical work and to lift and carry up to 100 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to use a welder, hand and power machine tools and operate a vehicle;

Ability to talk and hear in person, by telephone and two-way radio; hear malfunctions;

Ability to see and read instructions, repair manuals and to inspect vehicles.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school supplemented by auto, diesel and equipment trade school plus five years of journeyman experience in equipment maintenance and repair, including two years supervisory or lead experience.

SPECIAL REQUIREMENTS: Possession of a valid Class A CDL license; ASE certification is desirable.