



# Uintah County

## Job Description

<b>Title:</b>	Lead Mechanic	<b>Code:</b>	904.3
<b>Division:</b>	Operations	<b>Effective Date:</b>	10/12
<b>Department:</b>	Road Department	<b>Last Revised:</b>	10/12
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	29

### GENERAL PURPOSE

The position of Lead Mechanic is responsible for the overall status of the repair and maintenance of all vehicles and equipment used by the County. This employee directs job assignments and supervises the efforts of other mechanics in the County Shop.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Road Department Manager.

### SUPERVISION EXERCISED

Provides day-to-day general supervision to all Mechanics.

### ESSENTIAL FUNCTIONS

Assigns daily workloads to the County Shop Mechanics and directs their efforts on assigned tasks.

### **Performs as a working mechanic:**

Performs major and complex tune-ups on automotive and other mechanical equipment using appropriate test equipment;

Performs major maintenance and work on gasoline and diesel engines, manual transmissions, differentials and other units and mechanical equipment;

Conducts safety inspections of vehicles;

Performs major mechanical work on suspensions and chassis systems, cooling, fuel, and electrical and hydraulic systems;

Operates welding equipment to repair broken parts from automotive and other mechanized equipment;

Trains lower level mechanics in more complex maintenance and repair activities;

Responds to telephone and/or radio requests for mechanical emergency of department equipment in the field;

Tests maintenance and repair work to ensure satisfactory results; maintains necessary records and forms on work performed;

Reports the on-going day-to-day operations of the County Shop to the Department Manager;

Monitors fleet preventive maintenance program and schedules;

Maintains various maintenance records, works closely with Parts Clerk assuring proper availability of inventory;

Ensures shop safety practices are followed; makes recommendations and reports violations to the Department Manager;

Advises the Department Manager as to the overall condition of the fleet and assists in scheduling the replacement of aging vehicles that become cost inefficient or unsafe.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from high school PLUS completion of two (2) years of specialized course work providing technical training in automotive and/or heavy equipment maintenance and repair and computerized diagnostics;

AND

B. Six (6) years of experience in major repair of a variety of gas and diesel powered vehicles  
OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** all tools and equipment required to diagnose, troubleshoot and repair possible problems that may be experienced with diesel and gasoline engines, both electronic and non-electronic; transmissions, manual and automatic as well as electronic; vehicle suspensions; braking systems; air and mechanical; road emergency service equipment and methods; welding methods and processes; computer diagnostic processes and procedures; safety practices required by state and other laws. Some knowledge of budget development & fiscal control methods & formal record keeping & bookkeeping.

**Journeyman Level Skills** in the use of mechanical tools, material, and testing equipment (manual, technical and computerized); skill in welding.

**Ability to** direct the work of others and provide on-the-job training; read and interpret complex service manuals and instructions; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing. Must be able to establish and maintain effective working relationships with all employees of the department and other departments of the County.

3. Special Qualifications:

Must be flagger certified or be able to attain certification when required.

Must be able to comply with applicable county and departmental policies and safety standards.

Must possess a class "A" commercial driver's license.

Must be Certified to do State Safety Inspections or be able to attain certification.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Occasional travel in automobile or equipment required in job performance. Some daily aspects of the job pose threats or hazards capable of producing severe physical injury.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)