

CHIEF MECHANIC

NATURE OF WORK

Performs technical and supervisory work in the repair and maintenance of automotive and related equipment. Work involves responsibility for participating in the repair, maintenance and servicing of automotive and heavy road equipment and related apparatus and machines. Work includes supervising a small number of skilled and semiskilled personnel. Assignments are received from the Street and Drainage Superintendent or by reports on defective operations of equipment. The employee is responsible for assisting the Street and Drainage Superintendent in scheduling work flow through the shop and seeing it through to completion. Work is performed with considerable technical independence but within the framework of established administrative policies and procedures. Work is subject to review through inspection of operating records by the Street and Drainage Superintendent and through the evaluation of complaints and comments of personnel receiving service.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Schedule work to be done and assign jobs for the day, train and instruct mechanics.
2. Perform a wide variety of repairs on light, heavy and special automotive equipment such as cars, trucks, tractors and small engines.
3. Lubricate equipment, change oil, change and repair tires.
4. Inspect equipment, analyze trouble and plan sequence of repair operations.
5. Fuel and park equipment not in service.
6. Prepare daily and monthly vehicle reports.
7. Requisition parts and supplies necessary for repair and maintenance of vehicles and equipment.
8. Perform maintenance and repair work on City Equipment.
9. Pump gasoline and wash vehicles and equipment.
10. Replace automotive lights.
11. Change air and oil filters.

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12. Operate a variety of machines and equipment used in automotive repair and maintenance.
13. Test, charge and replace batteries.
14. Replace fan belts.
15. Perform engine tune-ups.
16. Dismount and mount wheels.
17. Weld and use cutting torch.
18. Build and fabricate parts and equipment if needed.
19. Read blueprints.
20. Serve on-call duty as required by Departmental Operations.
21. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Thorough knowledge of the methods, tools and equipment used in repairing, servicing and maintaining a variety of automotive equipment.

Thorough knowledge of internal combustion engines, automotive electricity, brakes and carburetors.

Some knowledge of bookkeeping procedures.

Considerable knowledge of lubrication, minor repairs and maintenance of mechanical equipment.

Ability to lift up to 100 pounds.

Mechanical aptitude.

Physical agility to complete duties 2-5 and 8-18.

Ability to perform heavy manual labor to complete duties 2 and 20.

Ability to work effectively with other employees.

Ability to direct other employees and supervise repair activities.

Ability to see, and hear well to complete duties 2 and 20.

Ability to work effectively with numbers to complete duties 6 and 7.

Graduation from high school and preferably some college education.

CHIEF MECHANIC (Cont'd)

Ten years of experience in the maintenance and repair of mechanical or automotive equipment.

A Class "A" CDL.

State certification as a mechanic.

Approval:

W. C. May 8/28/95
Personnel Director Date

[Signature] 11/14/95
City Administrator Date

Nancy Crandall 11/15/95
Mayor Date