

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Lead Mechanic
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to oversee the daily operation of skilled work involving the maintenance and repair of gasoline or diesel driven motors and related auto equipment, machinery and tools. Employees in this classification perform in a lead capacity and are responsible for ensuring the cleanliness of garage facilities and equipment and efficiency of operations. Work includes performing Mechanic duties.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prioritizes and oversees the overhaul and repair work on automobiles, light and heavy trucks, mowers, mechanical equipment and other gasoline and diesel driven motors.
- Prioritizes and inspects repair and maintenance work performed by Mechanics.
- Maintains active communication with various departments for the dissemination of information regarding vehicle and equipment status.
- Maintains various records, reports and manuals, e.g., vehicle and equipment operation manuals, part reference guides, vehicle titles/registrations, vehicle expenditure histories.
- Maintains inventory levels of equipment and replacement parts.
- Repairs and welds automotive bodies; removes, repairs and replaces component parts or assembles automotive systems.
- Services and repairs brake systems; tests and repairs electrical equipment, generators, distributors, magnetos and starters.
- Repairs and replaces valves, pistons, main bearings, cooling, fuel and exhaust systems, transmissions, front and rear axles and hydraulic controls.
- Enforces the cleanliness and functionality of garage facilities and equipment to ensure a safe and efficient work environment.
- Trains staff in new policies and procedures to ensure efficiency of garage operations is maximized; trains new personnel.

Lead Mechanic

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by three (3) to four (4) years responsible experience in automotive and heavy equipment/machinery maintenance and repair; or an equivalent combination of education, training, and experience. Must possess and maintain a Class "B" with air brakes Florida Commercial Drivers License. Must possess and maintain A/C Recycling Certification; must possess an ASE Certification of Master Technician.

Knowledge, Skills, & Abilities –

Thorough knowledge of the assembly, maintenance and repair of a wide variety of general and special automotive gasoline and diesel driven equipment, e.g., automobiles, light and heavy trucks, mechanical equipment.

Ability to understand and follow written and oral instructions.

Ability to read and write English.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications.

Skill in inspecting, diagnosing and repairing complex mechanic problems of automotive motors and equipment.

Skill in operating various automotive repair tools and diagnostic equipment, e.g., welding equipment, wheel balancing equipment, drill press, grinder, hydraulic press, battery charger, pressure cleaner.

Skill in operating various automobiles, light and heavy trucks, mechanical equipment and other gasoline and diesel driven motors, e.g., service trucks, forklifts, back hoe, fire trucks, dump trucks, lawn maintenance equipment, golf carts, motorcycles.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in a shop environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.