

City of South San Francisco  
Human Resources Department

**Lead Equipment Mechanic**  
Class Description

**Definition**

Under general supervision, oversees the day-to-day operation of the City Garage, which includes assigning, prioritizing, and reviewing work performed by shop staff; performs skilled mechanical repair work limited to relief or emergency situations; directs the daily work of shop staff, and performs other related duties as assigned.

**Distinguishing Characteristics**

This classification is the third level in the series and it is distinguished from the next higher class in that the latter is the first full-level of supervision and has additional responsibilities for budget administration, preparation of equipment specifications, and the development of computerized programs, such as inventory control and preventive maintenance. This classification is distinguished from the next lower class through its responsibilities for directing vehicle maintenance and shop staff on a daily basis.

**Typical and Important Duties**

1. Directs the daily operation of the City Garage on a regularly basis by scheduling, assigning, prioritizing, and reviewing jobs.
2. Orders supplies and parts.
3. Assists in conducting employee evaluations.
4. Performs skilled mechanical work normally in a training or relief capacity or under emergency circumstances.
5. Reviews information regarding equipment due for services, such as safety checks and smog certifications, and schedules such work.
6. Determines vehicles due for dealer repair and warranty service, and schedules such work.
7. Confers with departments regarding immediate repair needs and organizes future repair schedules.
8. Ensures compliance with shop safety rules and conducts safety meetings.
9. Assumes responsibility of the garage in the absence of the supervisor.
10. Performs related duties and responsibilities as assigned.

**Job-related Qualifications**

*Knowledge of:*

- Repair and maintenance techniques and diagnostic equipment used in the maintenance and repair of light and heavy equipment, including diesel engines and fire apparatus.

- Basic principles of leading and directing others.
- Safe and proper use of power tools, hand tools and work materials.
- Federal and State safety regulations; occupational hazards and safety practices and procedures related to the work.

*Ability to:*

- Effectively direct daily shop operations.
- Acquire a thorough knowledge of division regulations and procedures, and of applicable department and City policies concerning vehicle maintenance and repair.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Effectively lead assigned staff.
- Effectively use tools and shop equipment.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures; model and enforce correct City safety practices; identify, correct, and report hazards.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Driving a variety of vehicles safely.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Four years of progressively more responsible journey-level experience as an equipment mechanic with both gas and diesel-powered equipment, as well as fire apparatus.

*Training* Equivalent to graduation from high school and completion of a recognized mechanic apprenticeship program.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California commercial driver's license with proper endorsements and a satisfactory driving record.

- Possession of such State-issued certificates as may be required or within a prescribed period following employment.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone and to discern engine noises.

*Work Environment:* Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; available for unusual hours in emergencies.

Approved:	June 1999
Revised Date:	December 2001, January 2003, June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95; 2001, 2003
DOT:	Yes
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Code:	EF2/EJ7
Job Code:	A345

### **ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. OAE
4. MWE
5. MWE
6. SAE
7. SDE
8. SDE
9. OAE