

MECHANIC LEAD

DEFINITION

Under general direction, assists in the implementation of a college transportation program by planning, coordinating and leading the day-to-day operations in the transportation maintenance facility; assists in overseeing and implementing a preventative maintenance program to ensure the safety and reliability of District vehicles and equipment; also performs skilled trades work as an equipment mechanic; repairs, overhauls and maintains buses, passenger vehicles, heavy-duty trucks, tractors, forklifts, electric carts, trailers, mowers, polishers, scrubbers and a variety of other gasoline, diesel and electric powered/motorized equipment; communicates with other departments to facilitate coordination of the work; maintains records relating to work performed; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position lead-level class in the Transportation Series within the Yosemite Community College District (YCCD). The incumbent in this class plans, coordinates, and leads the day-to-day operations and activities of the transportation maintenance facility. The incumbent also assists in the equipment certification programs that involve the staff and equipment throughout the District.

This class can be distinguished from the lower-level class of Mechanic because that is the full working/journey level class where incumbent primarily has mechanic duties.

SUPERVISION RECEIVED AND EXERCISED

The incumbent in this class works under the direction of the Transportation Services Manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. The incumbent plans and/or determines specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

ESSENTIAL DUTIES

- Plan, organize, and monitor the mechanics work schedule and performance of tasks in the transportation repair facility.
- Schedules and assigns vehicle and equipment service and repairs.
- Coordinates the mandated vehicle smog tests.
- Assists in performing the monthly shop safety inspections.
- Makes recommendations to manager of major repair or replacement of vehicles and equipment.
- Makes recommendation for mechanics in areas of concern on repair or safety
- Repairs mechanical defects on a variety of gasoline, diesel and electric powered vehicles including buses, trucks, passenger vehicles, heavy-duty trucks, tractors, forklifts golf carts and other equipment.
- Repairs mechanical defects on small-motorized equipment including mowers, blowers, chippers, saws, polishers, scrubbers and other machines.

- Inspects and diagnoses equipment to identify malfunctions; observes, listens and determines mechanical defects.
- Rebuilds, or overhauls engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetion systems, electrical systems, and other mechanical assemblies.
- Performs engine tune-ups and ignition system adjustments.
- Inspects, adjusts and relines brakes with specified guidelines.
- Utilizes a variety of hand tools, diagnostic equipment and mechanical aids in the repair, adjustment and maintenance of motorized vehicles and equipment.
- Receives and reviews mechanical repair requests; plans and lays out the mechanical service work tasks; estimates time and material costs for repair and/or maintenance activities; establishes project completion time lines.
- Utilizes electric and gas welding equipment to repair and fabricate parts
- Responds to emergency roadside service needs.
- Monitors supply and equipment inventories and recommends purchases.
- Maintains a variety of records including those replaced to preventative maintenance and service performed; prepares operational reports as assigned.

TYPICAL WORKING CONDITIONS

Work is performed in both an indoor and outdoor environment. Duties may require some exposure to hot, cold, wet, humid, or windy conditions caused by weather, as well as exposure to potentially hazardous chemicals, noise, dust and fumes.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Regulations and codes of DMV, CHP, OSHA, and CARB relating to vehicles and equipment
- Coordinate the work of mechanical service personnel
- Principles, methods, materials, tools, and equipment used in the maintenance and repair of light and heavy duty gasoline, diesel and electrically powered motorized vehicles and equipment.
- Principles and theories of the internal combustion engine.
- Safe working methods and procedures.

Ability to:

- Diagnose and locate mechanical and electrical malfunctions and defects
- Performed skilled and specialized journey level gasoline and diesel powered motorized vehicles and equipment.
- Interpret mechanical, electrical and other schematics and diagrams.
- Drive a service vehicle to and from work sites.

- Maintain records and files, and be able to prepare complete and precise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

Licenses and Certificates:

- Possession of a valid California Commercial Class A Operator's License, a valid DMV Medical Certificate, a "Passenger Transport" and a "Tank" endorsement with no restrictions on transmissions and/or air brakes.

Physical and Mental Standards:

- **Mobility:** ability to bend, stoop, and crawl under and around equipment; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read labels and documents, computer screens and do close-up mechanical work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of a High School diploma or GED.
- Experience: Four years performing skilled, journey-level duties as a mechanic that included responsibility for maintain and repairing a wide variety of large and small vehicles and equipment.
- Substitution: Completion of an approved vocational training course in automotive or other mechanics may substitute for one of the above-required years of experience.

Special Requirements:

- None

Class Adopted: 09/01/11

Class Amended: 07/01/22