



City of Commerce

EXHIBIT A

LEAD FLEET MECHANIC

Department: **Transportation**
Revised Date: **December 2017**

Class Code:
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, performs journey level maintenance repairs to City's transit vehicles in accordance with all safety regulations and procedures. Provides lead supervision and training for Fleet Mechanics, and provides oversight of the Central Garage.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Acts as a lead worker, including assisting with overseeing the maintenance and repair of City transit vehicles, in accordance with all safety regulations and procedures; reviews status of vehicles, performs safety inspections, and may recommend equipment replacement and major repair options.
- Prioritizes assignments and reviews the work of Fleet Mechanics for work quality and timely completion of assigned duties and responsibilities; trains, coaches and instructs employees as required.
- Provides oversight of the operations of the Central Garage; maintains shop staff production hours; may assist with schedules, CHP Inspections of Transit fleet and shop work flow; reports operational problems to supervisors in a timely manner, and completes reports including CARB, EPA, CHP, CUPA, BAR and Hazmat.
- Performs work of Fleet Mechanic; ensures that staff complies with safety and service standards; notifies supervisor of repair problems beyond the scope of authority.
- Assists with oversight of the shop facility, ensures that safety rules and regulations are adhered to; ensures that the work zone and all equipment are in safe operating condition.
- May Order parts as needed; coordinates with Parts Clerk, service vendors and other supply sources for adequate stock inventory.
- Observes work site to enforce safety rules and regulations; ensures that the work zone and all equipment are in safe operating condition; ensures that lubricants and chemicals are disposed of in accordance with all safety regulations and procedures.
- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair.
- Reports unsafe acts, accidents and injuries; responds to emergencies as needed.
- At times may schedule and communicate equipment repair completion status with City department liaisons; schedules sublet work.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

College level course work in Business Administration, Transportation Planning, or a related field is desired; AND four (4) year's work experience in the maintenance and repair of vehicles.

Required Licenses or Certifications:

- Must possess a valid California Commercial Driver's License; specific endorsements may be required; certifications from National Institute for Automotive Service Excellence (ASE) preferred.

Required Knowledge of:

- City policies and procedures.
- Principles and methods of preventive maintenance program.
- Methods, tools and equipment used in the repair of vehicles.
- City safety rules and regulations, occupational hazards and safety precautions.
- Safety practices for a workshop environment.
- Procedures for the proper handling and disposal of fluids and chemicals.
- Maintenance and repair procedures for diesel, CNG, Hybrid, and gasoline vehicles.

Required Skill in:

- Coordinating vehicle maintenance and repair operations.
- Effectively organizing, training and overseeing the work of staff.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe, effective repair and maintenance of vehicles according to City standards.
- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles.
- Performing computerized diagnostic tests on vehicle components and equipment.
- Reading and interpreting technical manuals, diagrams and specifications.
- Maintaining vehicles and equipment according to standard operating and safety procedures.
- Safe use of power and hand tools, and chemicals, lubricants and cleaning compounds.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in repair and maintenance facilities; moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.
- This is a safety sensitive position subject to drug and alcohol testing according to City policy and FTA regulations.
- Incumbents may be required to work overtime, and evening, weekend, and holiday shifts.