CITY OF SANTA CRUZ
LEAD EQUIPMENT MECHANIC

Reports To:	**Garage Service Supervisor**
Supervises:	**Provides Lead Direction to Equipment Mechanics and Equipment Service Workers**
Bargaining Unit:	**Supervisory**

BASIC FUNCTION

Under general supervision, coordinates, leads and directs the daily workflow of repair and preventative maintenance on all City vehicles, including job scheduling, work assignments, quality control and safety. Assists supervisor in evaluating performance of mechanics and service workers. Performs all functions of the equipment mechanic, and other duties as required.

DISTINGUISHING CHARACTERISTICS

This position is a working lead position. The incumbent performs the duties of an equipment mechanic in addition to lead responsibilities. The position requires a journey-level mechanic with full working knowledge of the types of equipment owned by the City and the ability to diagnose mechanical and/or electrical problems.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Coordinates and prioritizes work with supervisor (i.e., emergency vehicles such as Fire and Police receive priority).
- Schedules and assigns work for crew and ensures that correct start and break schedules are maintained.
- Performs any duties associated with the class of equipment mechanic.
- Responds to all service calls for down vehicles in an efficient and timely manner and arranges for towing of any City vehicle which is disabled on the street so as to not jeopardize traffic flow or operator safety.
- Ensures that proper safety practices and procedures are followed.
- Trains, directs, reviews and evaluates work of assigned employees, ensures that overall quality is maintained and assists mechanics and service workers as needed.
- Reviews with supervisor issues arising from previous day's work.
- Coordinates ordering of parts and supplies with parts clerk.
- Assures that equipment and tools are maintained in good working order.
- Assists service supervisor with employee performance evaluations.

MINIMUM QUALIFICATIONS *(Knowledge, Skills and Abilities)*

Working Knowledge of:

- garage operations, regarding scheduling and assigning work.
- motor vehicle technical terminology with special emphasis on heavy equipment and all of its systems.
- mechanical tools, parts and support equipment including their proper identification and application.
- proper safety procedures and practices.

Demonstrated Ability to:

- communicate effectively with peers, subordinates, supervisors from other departments and the public.
- schedule work loads and prioritize work assignments.
- diagnose mechanical and electrical problems.
- follow written and verbal instructions.
- operate mechanical and servicing equipment.

Ability to:

- supervise, direct and evaluate work of equipment mechanics and equipment service workers.
- work other than 8:00 a.m. to 5:00 p.m. working hours as required.

Education and Experience

Any combination of education and experience that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- High school graduation or tested equipment and three years experience as equipment mechanic with the City or in a similar environment requiring journey-level mechanic skills as required by the equipment mechanic specification.

Licenses

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record. Possession by the end of the probationary period and continued maintenance of a valid California Class A driver's license and a safe driving record.

Tools

- Possession of a complete personal set of mechanic tools up to 3/4".

Classification No.: 312
Date of Issue: 9/95
Supersedes: 6/89