*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Lead, oversee and participate in the more complex and difficult work of staff responsible for the maintenance, repair, service and installation of automotive equipment and machinery; assist in writing specifications for new and replacement equipment; maintain related records and documentation; perform a variety of technical and administrative support tasks relative to assigned areas of responsibility.

**JOB CLASSIFICATION**

Non-Exempt, Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Automotive and Equipment Supervisor.

Exercises lead supervision over assigned automotive and equipment staff.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Perform leadworker functions of staff including assigning and reviewing daily work, providing input into performance evaluation, training other employees, and acting as a resource to other staff.

2. Estimate time, materials, and equipment required for jobs assigned; order all parts necessary to perform maintenance and repairs; write specifications for new and replacement equipment as needed; research vendors to locate necessary items, determine compatibility, and to obtain competitive prices; purchase items for inventory and repair; maintain adequate supplies and equipment.

3. Oversee and participate in the establishment and maintenance of complete and accurate records and logs; track work orders; establish and maintain accurate equipment, maintenance, and repair records.

4. Inspect, diagnose, repair and adjust a variety of systems on light and heavy equipment and vehicles, including fire apparatus, parks power equipment, emergency vehicles, computer control systems, fuel injection systems, antilock brake systems, electrical systems, hydraulic systems, electro-hydraulic components, air conditioning systems, fuel management systems, transmissions, steering and suspension components, clutches and engine sensors.

5. Convert automobiles and other assigned equipment from standard production units to specialized City units as required; install decals and numbers on units; fabricate and install specialized equipment on units such as amplifiers, light bars, shotgun racks, cages and overhead pipe racks.

6. Perform a variety of duties in the installation, maintenance and repair of electrical wiring in assigned facilities; install, adjust, maintain and repair electrical timers, electronic and hydraulic valves and controllers.

7. Perform wood and metal fabrication on special projects; determine materials needed and basic design; perform gas and electric welding.

8. Develop and install complex hydraulic systems on vehicles; determine amount of pressure and flow needed to operate specialized equipment.

9. Assist other departments with incoming vehicle repair and equipment operations and diagnostics; complete related paperwork; advise other departments concerning down time, problem, and cost.

10. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Leadworker concepts and practices, including training and scheduling of staff.

Operating, repair, and overhaul characteristics of two and four cycle diesel and gas engines, electrical systems, hydraulic systems, and related systems

Methods, equipment, tools and materials used in the overhaul, repair and maintenance of various equipment.

Principles and procedures of preventive maintenance.

Methods and techniques of metal fabrication and welding.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

English usage, spelling, grammar and punctuation.

Modern office technology and equipment, including computers and related software applications.

Applicable tools and equipment operations.

Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Lead, monitor, train and review staff and technical work.

Perform preventive maintenance and repair on a variety of equipment.

Use and operate a variety of vehicular and stationary mechanical equipment and hand and power tools and equipment in a safe and efficient manner.

Accurately diagnose mechanical, electrical, and hydraulic repair needs and estimate the cost and time of repairs.

Perform gas and electric welding activities.

Perform safety inspections and identify safety hazards.

Perform a full range of equipment maintenance tasks.

Ensure safe operation of parks facilities and equipment.

Understand and follow oral and written instructions.

Read and comprehend complex written repair manuals and other written and oral instructions.

Establish and maintain accurate records, logs, and files.

Interpret and apply Federal, State and local policies, laws and regulations.

Operate and use modern office equipment including computer and various software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Minimum Requirements:*

 **Experience:**

 Four (4) years of automotive and heavy equipment maintenance and repair experience.

 **Training:**

 High School Diploma or G.E.D.; supplemented by specialized training in preventative maintenance and routine repair of gas and diesel powered equipment or a related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of a valid Colorado Class B commercial driver's license with tanker endorsement.

Possession of Air Conditioning Recovery and Recycle certification.

Possession of, or ability to obtain within one (1) year of employment: ASE Master Automotive Certification, Master Medium/Heavy Truck Certification, CNG Fuel System Certification.

City of Grand Junction Leadership Track certification within two (2) years of appointment.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Field environment.

The following condition(s) may be present on a continuing basis:

Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)

Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)

Hazardous materials (chemicals, blood and other body fluids, etc.)

Intense noise

**Physical Conditions**:

The job is characterized by:

**Medium Work**: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

Position requires hearing, talking, sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25-100 pounds is also required. Materials and chemicals used may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the employee to climb ladders, use power and noise producing tools and equipment and drive motorized vehicles.