



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Lead Mechanic
Department: Public Works
FLSA Status: Non-Exempt
Job Code: 3424
WC Code: 8380
Effective Date: July 1, 1995
Last Revised: March 3, 2017
Pay Grade: O61
Union: SEIU

SUMMARY

Performs a wide variety of maintenance, overhaul and repair functions on vehicles, construction equipment and other machinery; provides training, assistance and problem-solves with mechanics on difficult repairs and assignments; acts in the capacity of the Fleet Program Supervisor in his/her absence; does related work as required. An employee in this classification is distinguished from the Mechanic, in that an employee in this position is responsible for planning, scheduling, assigning and overseeing the work performed by Mechanics and Journeyman Mechanics, and vehicle service workers. This position performs the more difficult mechanic/repair work requiring an added measure of skill and experience. In addition, incumbents routinely provide training and assistance to other mechanics, and assign and oversee the work performed on more extensive projects. Work is performed under the general supervision of the Fleet Program Supervisor who reviews work for adherence to work programs, schedules, and results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Maintains accurate records of repairs, parts, and supplies, and prepares reports related to fleet activities.
2. Responds to reports and calls of equipment malfunctions, determines cause of equipment failure and provides direction for repair procedures.
3. Assures adherence to preventative maintenance schedules for servicing equipment and vehicles.
4. Performs major overhaul work on diesel and gas equipment and vehicles, repairs transmissions, differentials and other gear boxes, making necessary replacements and adjustments.
5. Grinds valves, sets tappets and push rods; adjusts and repairs steering gear and front end assemblies; installs clutches and brake linings and makes necessary adjustments; inspects, repairs and replaces defective parts as needed.
6. Fabricates special parts or pieces of equipment, performs general welding including sheet metal, hard surfacing, or repairing broken casting, using all types and methods of welding equipment required.

7. Provides training to other mechanics; provides assistance to and problem-solves with mechanics on difficult repairs and assignments as needed; oversees shop to maintain a safe working environment.

SAFETY RESPONSIBILITIES:

It is every employee's responsibility to be actively involved in creating a safe work environment. Employees at all levels are accountable for their own safety and for appropriately correcting or reporting any observed hazards. This means that employees are required to:

1. Report all accidents/incidents immediately to their supervisor.
2. Wear the required personal protective equipment in accordance with written department policy. There are no exceptions.
3. Report hazardous/unsafe conditions or other safety and health concerns to their supervisor immediately.
4. Participate in safety committee activities, in support safety committee membership.
5. Take personal responsibility to become adequately trained and educated in proper and safe work practices and procedures, and safety policies and rules.
6. Obey all safety and health regulations as stated in Public Works Policies and Work Rules.
7. Attend all required safety training.

When acting in the capacity of a Lead Worker or Supervisor the employee shall have the following responsibilities, in addition to the above seven (7) safety responsibilities:

- Provide training to workers.
- Enforce department safety and health rules.
- Take immediate corrective action to eliminate hazardous/unsafe conditions and practices.
- Provide appropriate personal protective equipment, train employees in its use, and make sure it is used and properly maintained.
- Assure that all machine guarding is in place and functioning properly.
- Promptly report all accidents and incidents.

SUPERVISORY RESPONSIBILITIES

Maybe responsible for serving as the lead worker in assigning tasks to employees or volunteers, ensuring tasks completed accurately and timely.

QUALIFICATIONS

Requires thorough knowledge of the methods, practices, and tools used in repairing, maintaining and overhauling automotive and construction equipment, both gasoline and diesel powered; principles of internal combustion engines and standard transmissions, differentials, hydraulic units and other equipment systems and assemblies; occupational hazards and related safety precautions. Must have skill in the use and care of tools, equipment and materials used in the maintenance and repairs of vehicles, construction equipment, and other machinery.

A person in this position will assign and review the work of the vehicle service worker, mechanics, and journeyman mechanic, must analyze and diagnose mechanical defects; give, understand and follow verbal and written directions; read and interpret manufacturer's repair, lubrication and servicing manuals and charts; maintain accurate records; assign, oversee, and review the work of others. Some knowledge of the principles of supervision and personnel practices.

EDUCATION AND EXPERIENCE

Requires a high school education or equivalency, supplemented with training in mechanics; and three years of progressively responsible experience in the maintenance, repair, and overhauling of vehicles, construction equipment, and/or other machinery; supervision of staff; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties.

JOB IMPACT

The consequences of error could result in financial loss due to faulty mechanical servicing or repair work of automotive equipment.

Typical problems encountered generally revolve around vehicle and equipment operation and the ability to meet vehicle and equipment operator needs.

JOB CONTACTS

Frequent contacts are made with other County department employees and with employees of jurisdictions contracting for work regarding vehicle and equipment repair and maintenance; with suppliers and vendors for parts and materials and with outside organizations to which repair work is sent.

LANGUAGE SKILLS

Communicate effectively both verbally and in writing; analyze and evaluate situations, determine solutions and implement plans; prepare contracts and specifications.

MATHEMATICAL SKILLS

Ability to solve complex calculations including, but not limited to, statistics, trigonometry, algebra, sampling, conversion of various measurements formats, accounting of timber volumes, appraisals and budgeting.

REASONING ABILITIES

Ability to compile information from reports, research, and excerpts, and utilize experience to make sound land management decisions.

OTHER SKILLS AND ABILITIES

Use and care of tools, equipment and materials used in the mechanic trade.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Commercial Driver License, and a clean driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation/DOT pre-employment physical and a criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Pre-employment alcohol and drug testing, and ongoing testing in accordance with Department of Transportation (DOT) guidelines, is required.

WORK ENVIRONMENT

Work is performed in a shop area; lifting, straining and climbing is required. Incumbent works with hazardous materials such as gasoline, oil, acids and carbon monoxide. Position is impacted by rush jobs, repetitiveness, heavy work flow, and on-call responsibility resulting in unpredictable hours.



PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.


Lead Mechanic- (Public Works Fleet Mechanic) - Physical Requirements

MATERIALS HANDLING	Essential for job	Frequency of Activity	Comments	EFFORT		LEGEND:					
				Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day					
						Freq.	% of day		# of times per hour		Min. per hour
Lifting 0-10# from 0" to up to 72"	X	Freq	Tools, equipment, supplies. In front of body while lying on back	Up to 20 sec.							
Lifting 11-25# from 0" to 48".	X	Occ-Freq	Tools, equipment, parts In front of body while lying on back	Up to 10 sec		Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-50# from 0" to 32". Rare 75# 0-36"	X	Rare-Occ	Tools, equipment, parts, supplies. Hubs	Up to 10 sec		Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 0-100 feet	X	Occ-freq	Tools, equipment, supplies	Up to 30 sec		Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# 0-20 feet	X	Occ	Tools, equipment, parts	Up to 30 sec		Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-50# 0-10 feet. Very Rare 75# 0-10 feet	X	Rare	Tools, equipment, parts, supplies. Hubs	Up to 10 sec		Effort: List actual measurement in seconds or minutes per event.					
Pushing 20-50# of force, 10feet	X	Occ	Cars into car port ; toolboxes,	30 sec		Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 20-50# of force, 1-3'	X	Occ	Cars into car port; toolboxes	10 sec		ENVIRONMENTAL FACTORS					
Reaching: above shoulder 72". (# of inches)	X	Freq	Access equipment and supplies, working on vehicles		1x every 3 sec. For 10 min	Time Spent:	Outside <input checked="" type="checkbox"/> Vehicle repair		Inside <input checked="" type="checkbox"/> Working in shop		Comments: Time Shared between
Reaching: At or below shoulder 36" (# of inches)	x	Freq	Using hand tools, working on vehicles	Up to 5 min		Temperature:	Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/>		Temp Change <input checked="" type="checkbox"/> Cold <input checked="" type="checkbox"/>		Comments: All weather elements
Grasp/Power grip:	x	Freq	Gripping hand tools, equip., supplies	Up to 5 min	1x every three seconds	Humidity:	Normal <input checked="" type="checkbox"/>		Wet <input checked="" type="checkbox"/>		Dry <input checked="" type="checkbox"/>
Pinch:	x	Occ	Handling tools, supplies, hardware		1x every 3 sec.	Atmosphere:	Dust <input checked="" type="checkbox"/> Odor <input checked="" type="checkbox"/>		Fumes <input checked="" type="checkbox"/>		Gas <input type="checkbox"/>
Fine Manipulation/ Dexterity:	x	Occ	Handling hardware, tools		1x every 2 sec	Hazards:	Mechanical <input checked="" type="checkbox"/>		Electrical <input checked="" type="checkbox"/>		Burns <input checked="" type="checkbox"/>
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input checked="" type="checkbox"/> Footwear <input checked="" type="checkbox"/>		Safety Glasses <input type="checkbox"/> Gloves <input checked="" type="checkbox"/>		Coveralls <input checked="" type="checkbox"/> Other:
Balance	X	Freq	Moving in and around vehicles	15 min		Surfaces:	Slippery <input checked="" type="checkbox"/>		Uneven <input checked="" type="checkbox"/>		Other: All types

Bend/Squat	X	Occ-freq	Acc. Equip and supplies, move in, around and under cars		1x every 30 sec.	Sustained Vibration:	# of min 3-5	Intensity: moderate	Other:																														
Kneel	X	Occ	Working in, around and under vehicle	1-5 min		Asante Health System  WORK PERFORMANCE CENTER 781 Black Oak Drive, Ste 102, Medford, OR 97504																																	
Crawl	X	Rare	Working in, around and under vehicle	10-20 sec																																			
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Sitting, Sustained	X	Rare	Paperwork, driving vehicle	Up to 10min		PDC Level Comments: Med-Heavy Should be able to lift 75# infrequently and up to 35 pounds frequently. <div style="text-align: right;">  Therapist Signature License# 1063134 </div>																																	
Foot Controls	X	Occ	Pressing break, shifting	Up to 5min																																			
Upper Extremity:																																							
Reaching behind body, in front of body, overhead	X	Freq	Working using hand tools on vehicle	Up to 10 min	1x every 10 sec																																		
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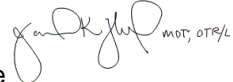
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Crawl	X	Rare	Working in, around and under vehicle	10-20 sec		 WORK PERFORMANCE CENTER					
Climbing ladder/stairs	X	Occ	Access dump on truck,	Steps 13"-17"		781 Black Oak Drive, Ste 102, Medford, OR 97504					
Walking/Standing	X	Occ-freq			10 min	Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
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Impact to palm/hand	X	Occ-freq	While working on vehicle using hand tools		1x every 3 sec.

Hearing	X	Freq	Taste		
Vision	X	Const	Smell		
Color Discrimination	X	freq	Balance	X	Freq

PDC Level Comments: Med-Heavy

Should be able to lift 75# infrequently and up to 35 pounds frequently.

Therapist Signature  MOT, OTR/L

License# 1063134