



## CLASS SPECIFICATION

Class Code: 17475  
Date Est: 07/2013  
Last Rev:  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### AUTOMOTIVE MECHANIC LEAD

#### **DEFINITION**

Under general supervision, performs lead and journey level mechanical work in the maintenance and repair of a variety of light to medium automotive equipment; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Four years of full-time paid experience as a journey level mechanic; OR three years of experience as an Automotive Mechanic with Washoe County; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

G-2 (Inspection and Repair) Certification and licensure by the State of Nevada must be obtained prior to the end of the probationary period.

ASE Certifications in both "Automotive Suspension & Steering" and "Brakes" must be obtained prior to the end of the probationary period.

A valid driver's license is required at the time of appointment.

Basic mechanic's tools, including a tool box, customarily used to perform the duties of this position are required at the time of appointment.

#### **SUPERVISION EXERCISED**

This is a lead level in the Automotive Mechanic classification. Incumbents maintain and repair automotive equipment as well as coordinate activities for the maintenance shop. This class is distinguished from the Automotive Mechanic in that Automotive Mechanic incumbents perform maintenance and repair work, while the Automotive Mechanic Lead incumbents also function as on-site crew leaders.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Lead assigned work crews in the maintenance and repair of light to medium automotive equipment; provide training in proper work methods; delegate work assignments and prioritize order of work assignments; and provide input for employee performance evaluations and training development needs.

Coordinate preventative maintenance and repair activities for the maintenance shop.

Evaluate repair versus replace decisions and determine the type of parts to be used.

Perform any and all of the Examples of Duties found on the Automotive Mechanic job class specification.

Manage an established preventative maintenance schedule for the vehicles and equipment assigned in order to ensure timely preventative maintenance is performed.

Maintain accurate inventory records and ensure that maintenance shop is stocked with all necessary repair and maintenance items.

Maintain all necessary records pertaining to the disposal of hazardous waste products and safety records.

Initiate work orders to include verifying accuracy of labor hours, adding necessary comments to describe work being done, adding pictures and documents to work order where required, providing copies to departments upon request and closing all work orders upon completion to ensure billing takes place in a timely manner.

Serve as the primary point of contact to customers, both in person and over the phone to address issues with automotive equipment, schedule repairs and estimate costs.

Coordinate with vendors for external repair jobs and ensure that work is being completed in a timely and accurate manner.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Department/division policies and procedures.

Flagship Fleet Management Program and software programs used in the assigned area.

Equipment Services and Washoe County purchasing procedures.

### **Ability to:**

Lead assigned staff in activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Comprehensive knowledge of mechanical trades work required for the maintenance and repair of automotive equipment.

Tools, equipment and methods used in journey level mechanical diagnosis, maintenance and repair work on automotive equipment.

Inventory control methods.

Work safety methods and procedures.

### **Ability to:**

Perform a variety of skilled mechanical trades work on automotive or grounds equipment with minimal guidance and supervision.

Prioritize and organize work projects and personnel.

Analyze information, evaluate alternative solutions and develop appropriate actions.

Read, interpret and apply regulations, policies and procedures.

Prepare and maintain accurate and complete records.

Communicate orally and in writing, providing clear instructions as site crew lead.

Maintain and foster effective and collaborative working relationships with contractors, County staff, elected officials, the general public and those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend and kneel. Ability to lift and move objects weighing up to 120 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to grease, oils, lubricants, propane, natural gas, gasoline, diesel, refrigerants, cleaners, solvents and other hazardous chemicals.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*