ASHEVILLE, NORTH CAROLINA

Classification Specification

Heavy Equipment Mechanic, Lead
Job Code: 4210
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide lead guidance, direction, and training to Heavy Equipment Mechanics, and to maintain and repair City-owned trucks and heavy equipment.

Distinguishing Characteristics:

This classification is the second level in the Heavy Equipment Mechanic family and is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as independently performing the

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Performs complex repairs on vehicles: gathers information from trucks and heavy equipment operator reports, fault codes and other diagnostic data; troubleshoots and diagnoses problems; identifies items needing repair;

completes required repairs; and ensures operation and performance is within specified limits.

Inspects, tests and repairs ignition systems, computerized engine controls, fuel injection systems, steering systems, electrical systems, suspension systems, hydraulic systems, brake and suspension systems, drivetrain systems, engine cooling systems, fuel systems, charging systems, starting systems, emission systems, air bag restraint systems, heating and cooling systems, engines, transmissions, walking beams, bushings, leaf springs, u and center bolts, s cams and valves, compressors, shies, drums, chambers, lines, hoses, pumps, cylinders, spreader plumbing, chains, rollers, sprockets, rotator motors, radiators, evaporators, condensers, or other vehicle systems and equipment.

Performs preventive maintenance on vehicles: checks and replaces fluids; drains and replaces oil; collects and recovers Freon; changes and replaces filters; lubricates mechanical parts; installs and replaces blades; rotates, mounts and balances tires; replaces tires, belts, and hoses; checks and replaces batteries; greases equipment; flushes radiators; and performs tune-ups or other preventative maintenance activities as assigned.

Performs welding and fabrication work associated with repair, maintenance, and installation of equipment: welds metal parts together; repairs broken or cracked parts; and fabricates special parts, equipment, and tools as needed.

Determines materials required for projects: researches codes, parts, fluid specifications, tire pressures, repair methods, maintenance requirements and related information; gathers and/or picks up equipment, parts, and supplies; assists in monitoring inventory levels of parts, equipment, tools, or supplies; and initiates requests for new or replacement materials.

Prepares and maintains vehicle maintenance logs and records: enters work activities, such as parts used and time spent on maintenance, into computer database.

Operates or uses various machinery, equipment, power tools, hand tools, and supplies to complete work assignments, such as hand and power tools, a/c refrigerant machine, press, drill, welder, sand blaster, vehicle lift, forklift, tire machine and balancer, bandsaw, parts washer, basic mechanics tool kit and/or vehicle-specific maintenance tool sets.

Performs related duties in support of department operations: performs state inspections on trucks and heavy equipment; participates in on-call rotation; may perform maintenance and repair activities in the field; picks-up and delivers parts and trucks and heavy equipment; performs maintenance and repair activities during storm events; or other duties as assigned.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to truck and heavy equipment repair; reads professional literature; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, vehicle maintenance logs, inspection reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Diesel Mechanics or a related field required; supplemented by three years of experience in truck and heavy equipment repair and maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class A Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain Automotive Service Excellence (ASE) or other certifications as required.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, wetness, fumes, smoke, temperature and noise extremes, toxic agents, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.