

## **City of Grand Rapids Job Description**

**Job Title:**        **Lead Mechanic**  
**Department:**    Public Works  
**FLSA Status:**    Non-exempt  
**Approved By:**    City Council  
**Approved Date:** June 25, 2012

**Summary:** Performs difficult technical work maintaining city mobile equipment and related machinery, maintaining interior aspects of the city garage, supervising and directing the work of others, creating and maintaining applicable records, and related work as apparent or assigned. Work is performed under the general direction of the Director of Public Works. Limited oversight is exercised over the Mechanic.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Maintains all vehicles which are part of the City of Grand Rapids fleet.
- Repairs all city-owned vehicles within the scope of personnel and time available.
- Schedules repairs or servicing done at private establishments.
- Maintains inventory of shop tools and equipment.
- Responsible for purchase of shop tools and equipment.
- Orders and is responsible for all fuel, lubricants, batteries and other supplies required to maintain the vehicles and machines of the Public Works Department.
- Responsible for maintenance of all records ordering documents, and other garage record-keeping.
- Responsible for maintenance of all records, ordering documents, and other garage record-keeping.
- Establish and direct a preventative maintenance program.
- Directs work and determines priority of projects.
- Orders shop supplies.

### **Education and/or Experience**

Associates/Technical degree in auto mechanics, or related field and considerable experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience.

Certified truck inspector within six (6) months of hire.

Department and organization specific training will be provided and must be completed within six (6) months of hire and on an ongoing basis.

Valid commercial driver's license in the State of Minnesota.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of standard electrical schematics.

- Thorough knowledge of standard mechanical repair guides, processes, rules, standards and regulations.
- Thorough knowledge of standard business correspondence related to mechanical repair and work order completion.
- General knowledge of budgeting and expense reporting.
- Thorough skill operating standard tools of the trade.
- Thorough skill operating specialized equipment after an initial training period.
- General skill creating and keeping records of service.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to compute rates, ratios and percentages.
- Ability to keep inventory and order supplies as needed.
- Ability to learn and use a variety of mechanical and public works equipment, tools and materials.
- Ability to initiate and maintain records.
- Ability to establish and maintain effective working relationships with staff, vendors and the general public.

**Physical Demands** This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires walking, speaking or hearing, stooping, kneeling, crouching or crawling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

