

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTOMOTIVE MAINTENANCE LEADWORKER _____ DATE: _____

PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0472
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SKILLED CRAFT WORKERS

JOB DUTIES SUMMARY

With-Under general supervision, coordinates/oversees and trains/schedules staff to perform preventative maintenance and repair of a variety of City vehicles and specialized equipment, including heavy equipment, cars and trucks, emergency response vehicles and apparatus, or small engines; assigns work, reviews progress and evaluates completed work; performs repairs on more complex equipment; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED & EXERCISED

Reports to: Equipment/Automotive Maintenance Crewleader, Fleet Maintenance Supervisor
Supervises: Provides lead direction to service/maintenance and other skilled craft workers

DISTINGUISHING CHARACTERISTICS

The Equipment/Automotive Maintenance Leadworker, Automotive/Equipment Maintenance assigns and performs maintenance and repair work, assures quality standards, and may be assigned to Vehicle Maintenance, Police, Fire, or Public Works or Marine Safety/Beach Maintenance shopsarks, Tree Maintenance and Landscape Maintenance operations. Differs from Mechanic I, II and III in that the Leadworker provides instruction and direction to personnel of an assigned crew regarding daily work tasks and performs advanced journey-level work while the Mechanic classifications are assigned to specific repair work and generally do not provide work direction to others. Differs from Equipment/Automotive Maintenance Crewleader in that the Crewleader functions as a working supervisor and oversees the projects and work of all crews.

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EXAMPLES OF ESSENTIAL DUTIES

- Identifies the repair and preventative maintenance requirements of a variety of heavy-duty trucks, fire aerial trucks, fire engines, ambulances, lifeguard boats, sewer/vactor trucks, equipment trailers, police horse trailers, tractors, dump trucks, boom trucks, police armored vehicles, Command Post vehicles and similar, and equipment; (backhoes, graders, loaders, beach sanitizers, etc.) and other vehicles
- ~~a~~Assigns ~~the~~ work to ~~staff/crew members~~ and instructs them on how to complete the assignments, as required;
- Assists in identifying parts and materials necessary to complete the repairs; obtains sing parts and materials from inventory, or requests sing that they be ordered;
- ~~R~~reviews staff work in progress and inspects and road tests completed work to ensure compliance with manufacturers' and City's standards before releasing vehicles and equipment to service;
- ~~Assists with and~~ performs ~~ss~~ more complex or difficult repairs.
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- Coordinates repair work with outside vendors, as required;
- ~~E~~nsures compliance with occupational safety, hazard and related programs, policies and procedures;
- ~~e~~Oversees and assists in the installation of specialized equipment;
- ~~A~~ccesses information on a variety of maintenance and repair records; maintains records on completed repairs and maintenance performed.
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- Performs periodic safety inspections; identifies and corrects safety hazards; assists in training new staff in repair and in safety standards; supports and actively promotes the City's safety programs.
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- Responds to emergency calls for service on a call-out basis, including road calls on surface street/highways or work sites, e.g. fire stations, which may require immediate repairs or preparing vehicles for towing/transport to maintenance shop, while using emergency awareness devices to ensure worker safety; cleans up oil and fuel spills on city streets
- Disposes of oil, brake fluid, metal, lead, and other hazardous waste or recyclable products in an appropriate and environmentally safe manner
- Operates forklifts, city vehicles, heavy-duty vehicles, heavy equipment and boats as assigned to maintain and repair

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- Maintains work area and shop equipment by cleaning tools, organizing parts, sweeping, mopping, disposing of trash items, and other general housekeeping
- Maintains inspection checklists, work orders, service tickets, vehicle service logs and preventative maintenance recommendations
- Generates work orders for repairs, maintains work order assignments in computer system, orders parts and supplies through the city warehouse or third party vendors
- Attends daily briefings, safety meetings, meetings with supervisor and/or coworkers, training sessions, and other meetings or training related to areas of assignment
- Remains current on all city policies and procedures affecting duties performed and follows established policies and procedures
- Assists or participates in field repair work as necessary; responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
- Reports to work as scheduled; works outside normal working hours as needed
- Maintains a regular and consistent attendance record
- Performs other duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and techniques of maintenance and repair of heavy-duty vehicles, motorized equipment, gasoline, CNG and diesel engines, mechanical, electrical and electronic systems
- City and departmental policies and procedures; proper repair, maintenance and handling of a variety of vehicles, tools and equipment; mechanical, electrical and electronic systems in a variety of equipment; eElectronic and computerized automotive diagnostic equipment used to maintain and repair trucks, vehicles and equipment

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- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment; ~~hand~~ and ~~power~~ tools necessary for the maintenance and ~~used for repair of fleet vehicles and trucks~~ work;
- Computer hardware and software pertinent to record keeping, maintenance and repair records
- ~~e~~Occupational hazards and safety practices applicable to vehicle and truck maintenance operations-
- Quality customer service principles

Ability to:

- Assign and train staff to ~~Schedule and~~ prioritize manpower and complete and projects; ~~assign work,~~
- ~~M~~onitor and evaluate work progress; ~~i~~
- Read, understand and follow ~~interpret~~ manufacturers' maintenance manuals; city policies and procedures, and other instructional materials
- Troubleshoot and resolve problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Operate personal computers and utilize specialized fleet maintenance or diagnostic software applications
- ~~research and gather information related to vendors, equipment and supplies; resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work; m~~Maintain accurate records, work orders, service tickets, and inspection checklists;
- Use hand and power tools and diagnostic equipment
- Perform advanced journey-level work in the diagnoses, repair and maintenance of vehicles and motorized equipment
- Compute fuel/oil ratios, distances, water pressures, amps and ohms, metric conversions, mercury inches, PSI, and other data calculations
- Exhibit solid judgment, good reaction skills and be able to safely and professionally maneuver vehicles within a busy, urban city environment and on freeways
- Regularly and reliably follow all traffic and safety rules
- Respond appropriately to changes in the work conditions and make independent decisions based on information
- ~~e~~Establish and maintain effective interpersonal relations with those contacted in the course of work;
- ~~e~~Communicate effectively, both orally and in writing-
- Travel to offsite locations within a reasonable timeframe

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Education: ~~The equivalent of a high~~ school diploma or equivalent certificate.

Experience: ~~A minimum of five~~ three (35) years of automotive, diesel and ~~or~~ heavy ~~equipment~~ or specialized equipment maintenance and repair experience.

Certifications/License: Valid California Class A or Class B driver license with an acceptable driving record required by time of appointment and during course of employment. ~~Possession of a valid California Class A or B motor vehicle operator's license.~~

Must possess and maintain certification from the National Institute for Automotive Service Excellence (ASE) in the following

- T1 - Gasoline Engines
- T2 – Diesel Engines
- T4 – Brakes
- T5 – Suspension and Steering
- T8 - Preventive Maintenance Inspection

SPECIAL CONDITIONS

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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Work is performed in a repair shop environment indoors and outdoors with exposure to extreme noise, exhaust fumes, dust, fine particles, allergens, solvents, corrosives, oils odors, and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, balances, stoops, crouches, twists, bends, squats, kneels, crawls, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less (over 50 pounds with assistance). When work is performed outdoors there is full exposure to various weather conditions including elevated noise, wind rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to safety glasses, gloves, hard hats/helmets, dust/particle masks, safety vests, steel-toed boots and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

~~—Work is primarily performed in an office environment that requires extended sitting, mobility in a shop environment with exposure to hazardous chemicals and potential physical harm, ability to lift and carry up to 50 pounds, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case by case basis.~~

Rev. June/2021 pa