

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTOMOTIVE MAINTENANCE LEADWORKER

PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (*Revised*)

COUNCIL APPROVAL: DECEMBER, 2001

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

JOB SUMMARY

Under general supervision, coordinates and trains 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; assigns work, reviews progress and evaluates completed work; performs repairs on more complex equipment.

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 assigns and performs maintenance and repair work, assures quality standards, and may be assigned to Police, Fire, Public Works or Marine Safety/Beach Maintenance shops. 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.

EXAMPLES OF ESSENTIAL DUTIES

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- 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
- Assigns work to staff and instructs them on how to complete the assignments, as required
- Assists in identifying parts and materials necessary to complete the repairs; obtaining parts and materials from inventory, or requesting that they be ordered;
- 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 more complex or difficult repairs
- Coordinates repair work with outside vendors, as required
- Ensures compliance with occupational safety, hazard and related programs, policies and procedures
- Oversees and assists in the installation of specialized equipment
- Accesses information on a variety of maintenance and repair records; maintains records on completed repairs and maintenance performed
- 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
- 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
- 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

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- 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
- 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
- Electronic and computerized automotive diagnostic equipment used to maintain and repair trucks, vehicles and equipment
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the maintenance and repair of fleet vehicles and trucks
- Computer hardware and software pertinent to record keeping, maintenance and repair records
- Occupational hazards and safety practices applicable to vehicle and truck maintenance operations
- Quality customer service principles

Ability to:

- Assign and train staff to prioritize and complete projects
- Monitor and evaluate work progress
- Read, understand and follow manufacturers' maintenance manuals; city policies and procedures, and other instructional materials

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- 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
- 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
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate.

Experience: Minimum of five (5) years of automotive, diesel and heavy 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.

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

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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.

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.

Rev. June/2021 pa