



# Lead Mechanic

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 725  
Supervisory: Lead  
Reports to: Fleet Services Supervisor

### Summary

Under general supervision of the Fleet Services Supervisor, performs Master-level mechanical work related to the maintenance of County Fleet Services vehicles, equipment, and facilities. Incumbents serving in this classification perform duties of considerable difficulty, requiring some independent judgment and are responsible for training and safety.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform Master-level mechanical work on diesel-powered vehicles and equipment, heavy duty gasoline vehicles, pickups, cars, light duty equipment, and related systems.
2. Diagnose and repair various systems of County equipment, including computer, fuel injection, carburetor, hydraulic, brake, electrical, suspension, and cooling systems.
3. Overhaul gasoline and diesel engines, transmissions, front and rear differentials, transfer cases, and gear boxes.
4. Perform major tune-ups on county vehicles and road test them to ensure proper completion of repair.
5. Modify and fabricate special equipment, including machine parts, and braze and weld intricate equipment, snowplows, graders, and special County projects to meet the needs of County departments.
6. Perform body work on County vehicles and equipment, including replacement of body parts, repairing fiberglass, sanding, and painting.
7. Ensure proper maintenance and certification of lifting equipment, bucket trucks, and aerial devices.
8. Conduct forklift operator training and evaluations to ensure all operators are properly trained and competent as required by Occupational Safety and Health Administration (OSHA) regulations and maintain documentation of this training.
9. Monitor and train shop personnel in the safe operation of hand tools and power equipment and ensure that all such equipment is properly maintained and safe for use.

### For Office Use Only

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Job Title: Lead Mechanic  
FLSA: Non-Exempt  
Effective Date: 5/16/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: Yes  
ML: Individual Contributor

10. Ensure safety glasses, face shields, welding helmets, and other safety equipment are being used and maintained; ensure equipment safety guards are in place and properly adjusted.
11. Ensure paints, solvents, and other chemicals are used safely and disposed of properly; maintain Safety Data Sheet documentation for materials in the shop.
12. Conduct monthly safety training for shop personnel; maintain records of dates, times, topics, attendees, and distribute departmental safety information.
13. Train mechanics in diagnostic and repair procedures.
14. Maintain documentation regarding the certification status of shop personnel.
15. Train shop personnel in the use of computerized diagnostic equipment; maintain current software updates for applicable equipment.
16. Coordinate maintenance and repair schedules with drivers, vendors, and others.
17. Oversee, schedule, assign, and monitor work of shop personnel in the absence of, or at the request of, the Fleet Services Shop Supervisor.
18. Ensure functional operation of Utah County Fleet Services; perform the duties of Mechanic Assistant and Mechanic I, II, and III as required.
19. Respond to emergency situations on an on-call basis as assigned.

#### **Knowledge, Skills, and Abilities**

- Knowledge of hazardous chemical handling procedures
- Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles
- Knowledge of occupational hazards related to mechanical repairs
- Knowledge of electrical repair and reading schematics
- Knowledge of on-board automobile computer systems
- Knowledge of related OSHA requirements and other safety standards
- Knowledge of training and supervisory techniques
- Skilled in operating a forklift, other motorized equipment and various hand, pneumatic, and power tools
- Skilled in utilizing diagnostic equipment, emission testing equipment and computer system testing and diagnostic activities
- Skilled in using cutting torches and welding equipment
- Skilled in word processing and basic computer programs
- Skilled in composing documents for bid proposals and safety meetings
- Skilled in the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to electrical, emission, and mechanical repairs
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to follow verbal and written instructions
- Ability to read, write, and perform basic math calculations
- Ability to coordinate multiple tasks efficiently

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- Ability to track certification status and maintain records
- Ability to lead and train others while maintaining own workload

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as lead to some and as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates primarily in a professional office environment, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, and equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

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**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Associate degree related to automotive or diesel mechanics.
2. Two (2) years of work as a Mechanic III with Utah County.
3. Equivalent combinations of education and related may also be considered but may not substitute for the required experience as a Mechanic III with Utah County.

**Preferred Education and Experience**

1. Preference may be given to applicants with lead, supervisory, or training/safety oversight experience.

**Additional Eligibility Qualifications**

1. Applicants must possess and maintain the following:
  - a. Utah State Inspection License
  - b. Utah County Emissions License
  - c. Forklift Trainer and Operator Certification
  - d. State of Utah Class A Commercial Driver's License (CDL) with T and X Endorsements
2. Selected applicants may be required to obtain Motorcycle Endorsement on their State of Utah Driver's License.
3. Selected applicants may be required to provide basic automotive repair tools as a condition of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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