



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. Incumbents 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 computer systems, fuel injection systems, carburetor systems, hydraulic systems, brake systems, electrical systems, suspension systems, and cooling systems of County equipment.
3. Overhaul gasoline and diesel engines, transmissions, front and rear differentials, transfer cases, and gear boxes.
4. Perform major tune-ups on County vehicles.
5. Road test County vehicles to ensure proper completion of repair.
6. Modify and fabricate special equipment to meet needs of County departments, including machine parts, braze, and weld intricate equipment, snowplows, graders, and special projects for County use.
7. Perform body work on County vehicles and equipment, including replacement of body parts, repairing fiberglass, sanding, and painting.
8. Ensure proper maintenance and certification of lifting equipment, bucket trucks, and aerial devices.
9. Monitor and train shop personnel in the safe operation of hand tools and power equipment.
10. Ensure hand tools and power equipment are properly maintained and safe to use.
11. Ensure that equipment safety guards are in place and properly adjusted.

For Office Use Only

Job Code: 7879
Job Title: Lead Mechanic
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

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

12. Ensure that safety glasses, face shields, welding helmets, and other safety equipment are being used and maintained.
13. Ensure paints, solvents, and other chemicals are used safely and disposed of properly; maintain Safety Data Sheet documentation for materials in the shop.
14. Provide monthly safety training for shop personnel; maintain documentation regarding dates, times, topics presented, and employees in attendance; disseminate department safety information to employees.
15. Train mechanics in diagnostic and repair procedures.
16. Maintain documentation regarding the certification status of shop personnel.
17. Train shop personnel in the use of computerized diagnostic equipment; maintain current software updates for applicable equipment.
18. Coordinate maintenance and repair schedules with drivers, vendors, and others.
19. Oversee, schedule, assign, and monitor work of shop personnel in the absence of, or at the request of, the Fleet Services Shop Supervisor.
20. Ensure functional operation of Utah County Fleet Services; perform all duties of Mechanic Assistant and Mechanic I/II/III, as needed.
21. 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

For Office Use Only

Job Code: 7879

Job Title: Lead Mechanic

FLSA: Non-Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: Yes

ML: Individual Contributor

- Ability to coordinate multiple tasks efficiently
- 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 in an environmentally controlled shop, but work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This job exposes incumbent to hazardous chemicals and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires the use of protective devices such as masks, goggles, and gloves. 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 to loud. 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 manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, bend, crouch, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies and equipment up to eighty (80) pounds. The employee frequently 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 and weekend work may be required as job duties demand.

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.

For Office Use Only

Job Code: 7879
Job Title: Lead Mechanic
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

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

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 the following:
 - a. Utah State Inspection License
 - b. Utah County Emissions License
 - c. State of Utah class A Commercial Driver's License (CDL) with T and X Endorsements
 - d. Forklift Operator Certification
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.

For Office Use Only

Job Code: 7879
Job Title: Lead Mechanic
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

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

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 _____

For Office Use Only

Job Code: 7879
Job Title: Lead Mechanic
FLSA: Non-Exempt
Effective Date: 8/17/2023
Public Safety: No

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