

| | |
|----------------------------|--------------------------------|
| Position Code: 4760 | FLSA Status: Non-exempt |
| Pay Code: 3 | EEO Category: 7 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise others to provide highly specialized maintenance of City motorized vehicles and equipment. The class is responsible for preventive maintenance, major and minor repairs, vehicle modifications, maintenance documentation, and parts inventories. Additionally, this position is responsible for the highly technical mechanical training to new mechanics and/or up-to-date training to incumbent mechanics. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises others including training, scheduling, and assigning and evaluating work; coordinates with equipment users and other agencies on equipment readiness matters.
- Provides highly technical instruction to other mechanics with automotive diagnostic troubleshooting and repairs. Advising and assisting to vehicle or equipment operators as necessary.
- Oversees or performs inspection of heavy vehicles and equipment and preventive maintenance.
- Oversees or performs inspection, set-up, and other preparation of new vehicles and equipment to be placed in service.
- Oversees or performs routine minor maintenance such as tire change, timing, adjusting, and lubricating.
- Oversees or performs major repairs such as engine overhaul, transmission repair, and service and repair of complex sub-assemblies of heavy equipment such as hydraulic, electric, or vacuum systems.
- Oversees or performs vehicle modification such as installing or removing special equipment, or other modifications and fabricate parts as required.
- Monitors and maintains supplies of parts and materials; orders replenishment as required.
- Oversees or performs State safety inspections.
- Oversees or performs shop or area maintenance such as general clean up.
- Reviews or prepares documentation for maintenance activities such as repairs, parts used, cost, and other information.
- Performs other related duties as assigned.

GENERAL STANDARDS

| | |
|---|---|
| Data Involvement | Plans, or directs other in the sequence of major activities and reports on operations and activities which are moderate in scope. |
| Interpersonal/People Involvement | Leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. |
| Reasoning Requirements | Performs supervisory work involving policy and guidelines and rules, solving both people and work related problems. Can design specific training around an individuals learning style. |
| Mathematical Requirements | Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, or volumes; may compute ratios, rates, or percents. |
| Language Requirements | Reads technical instructions, procedure manuals, and charts to solve practical problems; composes routine and specialize reports, forms and lesson plans; speaks compound sentences using normal grammar and word form. |

| | |
|--------------------------------------|--|
| Mental Requirements | Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| Decisions/Supervisory Control | Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product. |

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

| | |
|--|--|
| Vocational/Educational Requirement | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in heavy duty and specialized vehicle automotive mechanics, or a closely related field. |
| Experience | In addition to satisfying the vocational/educational standard, this class requires a minimum of five years of closely related, full-time equivalent experience. |
| Special Certifications and Licenses | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards and CDL. State inspection certification. Requires an ASE Master Automotive Technician and ASE Master Truck Technician certifications within two years of date of hire. Special skills or equipment certification may be required. |

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.