EQUIPMENT MECHANIC
(Public Works Vehicle Controller)

I. BASIC FUNCTIONS:

The employees occupying the positions of this class are responsible for overseeing, coordinating, and participating in the general maintenance, preventive maintenance, and routine repair work of a mechanical nature on vehicles, equipment, or apparatus.

II. DISTINGUISHING CHARACTERISTICS:

Although the Equipment Mechanic Public Works Vehicle Controller works primarily on motorized vehicles, assignments include managing the vehicle fleet excluding Emergency Services Department vehicles, assist in the preparation of budgets, capital improvement projects, and performing maintenance and repair work of a mechanical nature on building or specialized equipment associated with the area of responsibility. Work requires responding to emergency situations, as needed, to keep vehicles and equipment operating and requires using specialized testing equipment to diagnose problems. Major repairs are diagnosed and referred to contract service providers. Work is performed with considerable independence, requiring the application of judgment and discretion when dealing with contractors/vendors and other employees.

Supervision Received:
Supervision is received from the Public Works Operations and Maintenance Division Manager, who reviews work for results obtained and adherence to trade standards.

Supervision Exercised:
Supervision is exercised to oversee and direct the work performed by the Public Works vehicle maintenance and equipment staff.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is primarily performed in a repair shop setting, although emergency repairs are performed in the field, involving travel and exposure to weather conditions.

III. REPRESENTATIVE EXAMPLES OF WORK:

Directs the work of employees by assigning work, setting priorities and deadlines, and reviewing completed work; provides staff training, mentoring, and evaluation of performance.

Coordinates, oversees, and directs contractors/vendors/employees in the skilled preventative maintenance and repairs for proper vehicle/equipment operation, safety, and maintenance, including inspection of contractors/vendors work for the purpose of verifying compliance to specifications.

Monitors, tracks, and prepares reports on the operations and maintenance of the vehicle fleet, reviews billings from vendors and makes determinations for the procurement or disposal of vehicles, equipment or apparatus.

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Performs skilled repairs, installation of mechanical replacement parts, and preventive maintenance on vehicles, equipment and apparatus; inspects, adjusts, and replaces parts and fluids, and safety equipment; performs limited welding and materials fabrication.

Monitors agency or program budget including revenues, expenditures and budget projection, etc.

Consults with managers and employees to identify problems, develop improvements, create and maintain quality standards.

Diagnoses mechanical and minor electrical problems associated with vehicles, equipment, or related facilities; arranges for contract service providers to perform major repairs and overhauls.

Participates in meetings with department managers, contractors, vendors and other groups or individuals involved with the project; resolves problems. Consults with contractors/vendors to require and ensure compatible components of vehicle repairs are specified.

Maintains knowledge of current and evolving fleet vehicle maintenance practices, procedures, technology, and equipment related to proper vehicle maintenance and the associated trade.

In conjunction with the Operations and Maintenance Division Manager, prepares bid specifications for all additional or replacement Borough fleet vehicles; performs contract administration functions, prepares Request for Proposals and Invitation to Bids for projects; formulates selection and evaluation criteria, participates in pre-bid conferences and attends bid openings.

Enforces vehicle safety standards and ensures all personnel operating vehicles follow safety, and preventative maintenance practices.

Test drives or operates vehicles and equipment to ensure operational status.

Orders parts, equipment and supplies related to maintenance tasks and responsibilities; maintains inventory, equipment, test, repair, and maintenance records.

Prepares and monitors completion of work orders, and maintains various vehicle maintenance records.

Responsible for snow removal and road calls on apparatus; conducts routine equipment tests and other related tests.

Performs related work as required.

IV. <u>KNOWLEDGES, ABILITIES, AND SKILLS:</u>

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Considerable knowledge of the standard methods, tools, equipment and technology used in the repair and maintenance of motorized equipment.

Considerable knowledge of the management, operations, and maintenance of fleet vehicle, equipment, or apparatus.

Knowledge of the principles governing internal combustion engines, both diesel and gasoline.

Knowledge of the occupational hazards and safety precautions of the associated trade.

Considerable knowledge of the proper use and disposal of hazardous materials.

Knowledge of the principles and practices of supervision.

Ability to effectively supervise and evaluate employee performance.

Ability to oversee and direct the work of assigned staff and initiates services of contract providers.

Ability to diagnose vehicle and equipment mechanical and electrical failures and the ability to make necessary repairs.

Ability to understand and execute oral and written instructions and interpret repair and parts manuals and diagrammatic information.

Develops and/or implements new policies/procedures/standards and/or rules/regulations

Ability to independently resolve problems and to perform effective in complex work situations.

Ability to perform skilled repairs to motorized equipment.

Ability to weld, fabricate and modify equipment.

Ability to operate specialized testing equipment.

Skill in the use and care of equipment, tools and materials of the associated trades.

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Skill in locating and repairing defects in vehicles, equipment, or apparatus.

Ability to participate in continuing education associated with the trade.

Ability to work in other trades as required.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Five (5) years of progressively responsible documented experience in the repair, maintenance, and servicing of gasoline and diesel powered vehicles and equipment including four (4) years experience with public or commercial vehicle and equipment fleets and supervisory skills. Three (3) years experience as a foreman or lead man. Any type of ASE certification or the ability to obtain within (6) six months of hire.

Welding certification and additional management or leadership skills course or training are desired.

Current Class A commercial driver's license or the ability to obtain a Class A commercial driver's license within six weeks of hire.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General mechanic tools and equipment, including, but not limited to, wrenches, socket sets, screwdrivers, hammers, pliers, hand and mechanically powered sawing and cutting equipment, hydraulic lifting devices such as porta-powers, jacks and jack stands, electrical, computerized, and mechanical testing and analyzing equipment, power drills, drills, drill presses, welders, gas powered tools, chainsaws, power actuated hammers, measuring tools such as micrometers and rulers, copiers, computers, fax machines, calculators, telephones, radio communications equipment. Heavy equipment including, but not limited to, manlifts, backhoes, forklifts, steam thawers, snow plows and sanding equipment.

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

While performing the duties of the job, the employees are required to stand for long periods of time, and to frequently talk and hear, and to use hands requiring extensive manual dexterity. They are also required to periodically sit and walk, climb, balance, stoop, kneel or crouch, to reach with hands and arms, work in close quarters such as pump panel compartments and under vehicles and apparatus. The employee regularly needs to be able to lift 75 pounds and may be required to lift heavier loads such as pump components, tires and rims and some tools, equipment and supplies.

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Specific vision abilities required by this position include close vision and the ability to adjust focus frequently and have adequate vision to operate vehicles and equipment in the daylight and darkness.

This position is subject to federal drug and alcohol testing provisions.