



JOB TITLE Leadman Automotive Mechanic	DATE January 24, 2013
DEPARTMENT Sanitation	COMPARABLE WORTH RATING 68 - 71

REPORTS TO –Sanitation/Streets and Alley Foreman

SCOPE OF POSITION:

Primary Job Duties: To direct and work with automotive mechanics in remodeling, overhauling, repairing, and adjusting any spark or compression ignition powered equipment and other machinery. To direct mechanics, Automatic Truck Driver and shop laborers as to job assignments.

Work Environment: Primary indoor maintenance shop conditions, occasional outdoors all weather conditions, handling solvent lubrications, cleaners, and welding materials.

Supervision Received: Sanitation/Streets and Alley Foreman

Supervision Exercised: Automotive Mechanics, Automatic Truck Drivers, etc.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Sanitation/Streets and Alley Foreman.

- Includes all duties and functions of auto mechanic.
- Assist Sanitation/Streets and Alley Foreman with staff in the performance of their duties including: assigning and prioritizing duties; approving daily time off; reviewing and approving work; giving input to the Sanitation/Streets and Alley Foreman on employee performance, reward, and discipline issues.
- Receive instructions from supervision, work orders, and prints from supervision.
- Monitor and ensure a safe working environment and safe work rules are followed.
- Inspect and schedule equipment for preventative maintenance and repair jobs; plans working procedures.
- Make recommendations on equipment purchase or replacement.
- Responsible for dealing with the public and vendors in absence of supervisor.



- Maintain records, and prepares reports as required.
- Order parts and supplies .
- Work in shop or field as required.
- Keep working areas in clean and orderly condition
- All other work as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Performs work requiring knowledge of mechanical and electrical principles.
- Reason through and plan work in trouble shooting and repairing internal combustion engines.
- Use mechanic's tools in repairing internal combustion engines and trucks, tractors, etc. involving close tolerances.
- Use close attention for majority of shift in repairing and assembling of parts and units and to determine nature of repairs needs.
- Some attention and care required to prevent damage to tools such as guages, power tools, hand tools, etc.
- Perform tradesman and shop maintenance work.
- Must have D.O.T. certification and knowledge of D.O.T. regulations and inspections.
- Must have working knowledge of mechanics position.
- Moderate physical exertion and handling materials up to 55 pounds.

MINIMUM QUALIFICATIONS:

- High School diploma, or equivalent
- Three (3) years of experience maintenance mechanic, and/or must pass basic skills test.
- Two (2) years of accredited schooling in the automotive or diesel field or two (2) years of accredited schooling in the automotive or diesel field and one (1) year supervisory work experience, desired.
- Class CDL "B" Driver's License
- Subject to random drug testing
- ASE general Automotive Maintenance Certification within one (1) year preferred.

REVIEWED AND APPROVED BY:

Staff Representative –AFSCME

Date: 4/10/13

City Administrator

Date: 4-10-13