



Lake County Lead Mechanic

BAND	GRADE	SUBGRADE	FLSA STATUS
B	3	2	Non-Exempt

NATURE OF WORK

The third level of the Equipment Maintenance Series is responsible for assigning work activities relating to maintenance and repair work. Responsibilities include preparing action plans for maintenance and repair needs of County fleets; coordinating equipment inventory; determining repair needs; and maintaining records of repairs.

The Lead Mechanic level is distinguished from the Mechanic level, in that the former performs more complicated technical support with high impact and is responsible for leading and assigning work.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Provides guidance to lower level staff; prioritizes and assigns work; monitors the quality of maintenance work; and provides recommendations for system upgrade.	Daily 10%	B3
2.	Performs routine and complex diagnosing and repair of county vehicles and equipment.	Daily 30%	B2
3.	Performs preventative maintenance activities which may include: checking tires; checking fluid levels; adding fluids; draining engine oil; replacing filters; wipers, belts, and related equipment.	Daily 30%	B2
4.	Completes and maintains logs, documents, inventory, and/or simple reports regarding quantity of materials handled, equipment operations, vehicle conditions, maintenance and repair activities, and/or related information.	Daily 20%	A1
5.	Monitors, purchases, and delivers materials, inventory, and supplies.	Daily 10%	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based and not dependent on specific functional knowledge. Incumbents apply basic programmatic knowledge to answer questions and explain processes, but are typically not responsible for the application, interpretation, or review of function specific policies or procedures.



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DIRECTION RECEIVED

Incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; may troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; may verify the work of others.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; 3 years maintenance or related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
Valid Class A Commercial Driver's License

KNOWLEDGE REQUIREMENTS

- Skilled vehicle and/or equipment maintenance and repair practices and procedures in assigned area of responsibility;
- Applicable tools and equipment;
- Diagnostic devices utilized in identifying vehicle and/or equipment malfunctions;
- Occupational hazards and safety precautions;
- Metal fabrication techniques;
- Recordkeeping principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Delegating and assigning work;
- Using applicable tools and equipment;
- Maintaining and repairing vehicles and equipment;
- Detecting and diagnosing vehicle and equipment malfunctions;
- Fabricating and modifying tools as necessary;
- Maintaining operational records and reports;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



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PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, poor ventilation, extreme temperatures, and intense noise.

CLASSIFICATION HISTORY

DATE	COMMENT
July, 2017	Draft prepared by GBS (GM)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.