



EMPLOYMENT OPPORTUNITY

LEAD MECHANIC

\$29.46 - \$37.60 per hour

Salaries are on a six-step salary range schedule with 5% increases yearly

**RECRUITMENT
OPENS
MARCH 13, 2019**

**CLOSING DATE
APRIL 15, 2019**

DEFINITION:

Under general supervision, a Lead Mechanic performs lead work and skilled maintenance work related to the repair, alteration, and service of Santa Cruz METRO vehicles and related equipment, coordinates, assigns and oversees the day-to-day work performed by Mechanic staff; performs skilled and complex repair and maintenance of Santa Cruz METRO buses, vehicles, and related fleet equipment and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Senior Mechanic is the advanced- lead level class in the series. An incumbent in this class performs highly-skilled and very difficult maintenance, diagnostic, troubleshooting, overhaul, and repair work on buses, automobiles, trucks and other equipment and also serves as a lead worker over subordinate Mechanics. This position may be distinguished from the lower level class of Mechanic III because an incumbent in the latter performs advanced technical work but is not assigned the full scope of Lead Mechanic duties.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

All duties of Mechanic I, Mechanic II and Mechanic III positions.

Serves as a lead worker over subordinate staff by prioritizing, assigning and monitoring work and providing training as needed; may provide input on performance evaluations; maintains employee attendance records. Receives and prioritizes work requests and distributes work to staff. Leads and performs a variety of skilled and semi-skilled tasks in the mechanical maintenance, repair and modification work on buses, automobiles, trucks and other Santa Cruz METRO equipment, including the full scope of lower level Mechanic duties. Inspects the work of Mechanics and other fleet staff, providing technical assistance and training as needed. Performs a variety of highly skilled and difficult tasks in the mechanical maintenance, repair, and modification of buses, automobiles, trucks and other Santa Cruz METRO vehicles and equipment. Inspects equipment for needed repairs; determines parts, materials and time needed to conduct needed maintenance or repairs; determines whether parts are in stock or must be ordered; requisitions or otherwise requests needed parts and materials to perform work. Performs major engine and vehicle system overhauls; repairs and adjusts compressed natural gas (CNG), diesel and gasoline engines, transmissions, and other vehicle systems and components; maintains, diagnoses, inspects, and repairs CNG and diesel supply tanks, fuel delivery systems and related components. Inspects, diagnoses and repairs vehicle electrical systems. Inspects, relines and adjusts brakes; removes and installs tires; performs wheel alignments; and performs other vehicle maintenance tasks. Performs safety and preventative maintenance inspections as required. Responds to emergency repair road calls. Recognizes potential safety hazards and makes appropriate recommendations to higher-level staff. Fuels Santa Cruz METRO equipment including gasoline, diesel, and CNG vehicles. Maintains Santa Cruz METRO property, tools, and equipment used in vehicle maintenance. Maintains clean a work area. Maintains accurate written and electronic records, logs and work orders. Provides technical direction and assistance to lower level staff. Performs data entry to update and maintain information in digital files; may maintain spreadsheets and other documents to track information. Operates standard office equipment; utilizes computer software in performing job tasks. Drives a Santa Cruz METRO vehicle to perform assignments. Performs related work as required

EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of employee leadership, including ways to motivate staff and maximize productivity. Advanced vehicle and equipment overhaul and repair procedures. Advanced diesel, gasoline and CNG engine tune-up procedures. Advanced electrical and hydraulic system repairs. Advanced air brake system repairs. Safe mechanical work practices. Proper use of hand, electric, pneumatic, and hydraulic tools and diagnostic equipment. Welding and oxygen-acetylene equipment used in the repair, maintenance, and service of vehicles. Standard electronic diagnostic equipment. Methods of maintaining information in digital or hard copy files. Methods of prioritizing, planning and organizing work. Time management techniques. Customer service techniques. Basic mathematics including percentages and basic statistics. The effective use of modern office equipment, personal computers, and applicable standard business software.

Ability to:

Serve as a lead worker over subordinate staff. Read and interpret complex technical manuals and schematics. Diagnose and troubleshoot complex equipment problems. Operate welding equipment, brake drum lathes, drill presses, diagnostic equipment and other tools and equipment used in the repair, maintenance, and service of vehicles. Use manual and power tools and equipment safely. Estimate costs and determines the materials and equipment needed to make vehicle and equipment repairs. Ensure the safe handling of hazardous items and materials. Apply safe work practices and procedures around extremely high pressure and flammable CNG fuel. Make quick decisions in an emergency. Maintain records and control systems with accuracy and attention to detail. Input data into a database. Provide technical direction and training to less skilled staff. Adhere to established work schedules and timelines. Work independently using good judgment and discretion. Effectively balance multiple assignments simultaneously. Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned. Communicate clearly and effectively in both oral and written form. Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

Two (2) years of responsible experience equivalent to a Mechanic III. **OR** Three (3) years of progressively responsible experience equivalent to a Mechanic II. **OR** Five (5) years of progressively responsible experience performing heavy-duty mechanic work. Experience must have also included rebuilding and repairing CNG, and/or diesel engines and related units and assemblies. Previous lead worker experience is desirable.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment. Must be able to obtain and maintain a current, valid California Class "B" Driver's License with "P" Passenger endorsement.

SPECIAL REQUIREMENTS:

Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position and a rollaway toolbox. Driving record will be reviewed as part of the application process.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; reach, twist, turn, kneel, bend squat and stoop; talk and hear; use hands to grasp, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to

bend and twist at the neck, reach with hands and arms. Occasional overhead reaching and lifting up to 80 pounds aided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee works in a shop or outdoor environment where the noise level is usually noisy. The employee may be exposed to inclement weather, fumes, dust, grease, air contaminants, and hazardous materials and chemicals during the course of work. May work out in the field when needed. May require availability to work a flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite background check.
- Must be able to respond to emergency situations seven days per week, 24 hours per day.
- Must be able to work a variety of shifts, which may include weekdays or weekends; and day, swing and/or graveyard shifts.
- This position is considered a safety sensitive position and requires participation in Santa Cruz METRO's drug and alcohol testing program.
- This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times.
- May occasionally work extended hours and hours outside of regular schedule.

APPLICATION PROCEDURE

Visit our website, www.scmttd.com to complete our on-line application. On-line applications must be submitted by 5:00pm on the closing date listed above. **An original and current "H-6" driving record from DMV (dated no more than 30 days) must be submitted with the completed Santa Cruz METRO on-line application or the application will be rejected.**

Equivalent driving records within the last ten years from out of state must also be obtained and submitted. A proficiency test may be administered as part of the recruitment process. For questions please call (831)420-2542. Santa Cruz METRO is an AA/EOE.

The following forms are required for this position:

- DMV H6 Report notification and release
- Current H6 DMV printout (see application procedure)