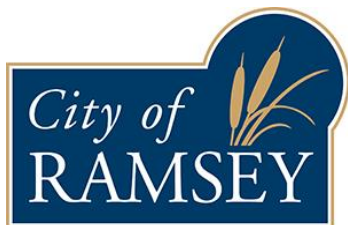


## LEAD MECHANIC



<b>Position Title:</b>	<b>Lead Mechanic</b>
<b>Department:</b>	<b>Public Works</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Safety Sensitive Position:</b>	<b>Yes</b>
<b>This position is subject to random D.O.T. drug and alcohol testing</b>	

### **PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is to assist in providing work direction and training to full-time, part-time and seasonal staff, scheduling of division maintenance, responsibility for and coordination of resources to ensure effective and efficient completion of construction, repair and maintenance of all City owned vehicles and equipment, while also performing the daily duties of a Mechanic.

Daily operations include coordination and performance of all maintenance repairs on City-owned vehicles and equipment (electric, gas and diesel). The lead mechanic will ensure timely completion of all maintenance and repair projects; manage the recordkeeping for all shop activities and assist with administrative duties related to the shop budget, parts and supplies inventory. The position reports to the Public Works Streets Supervisor.

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### **ESSENTIAL FUNCITONS / PRIMARY RESPONSIBILITIES:**

Essential 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 if the work is similar, related, or logical to the position.

- Under the general guidance of the Streets Supervisor, provide work direction to full-time, part-time and seasonal work force
- Assist the Streets Supervisor with the development and implementation of a year-round daily, monthly and quarterly preventative maintenance programs
- Maintain all mechanical equipment and machinery according to required manufacturer specifications
- Assist with responding to and resolving all maintenance issues related to City vehicles and equipment according to established procedures and guidelines
- Enforce safety rules and regulations in compliance with OSHA to ensure a safe and clean working environment for all employees
- Perform any Streets Supervisor duties in their absence if necessary
- Code and monitor invoices originating from the mechanics division
- Perform the normal duties of a Mechanic as outlined in the job description, assigned or apparent
- Demonstrate leadership and supervision skills
- Keep the Streets Supervisor informed of matters they must know to adequately perform the responsibilities of the position
- Maintain tools and the shop area in a clean, orderly and safe manner

## LEAD MECHANIC

- Perform a wide range of tasks (within the ability and resources of the Lead Mechanic) at the verbal or written direction of the Streets Supervisor, City Engineer/Public Works Director or their designee

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of maintenance and repair techniques related to vehicles, construction equipment, heavy duty street equipment and other equipment as related to Public Works operations
- Knowledge of fabrication, welding, cutting and iron work techniques and practices
- Knowledge of methods, equipment, materials and tools used in the automotive and equipment trade. City equipment and vehicles include those used for law enforcement, firefighting, and parks/streets/utilities maintenance
- Knowledge of general mechanic shop operations and safety protocols
- Skilled at detailed recordkeeping
- Skilled in the use of diagnostic equipment
- Considerable skills related to auto mechanics
- Ability to provide a level of customer service that meets or exceeds customer expectation and satisfaction
- Ability to meet the physical demands of the job, including the ability to lift 74 pounds from the floor to waist high position
- Ability to make independent decisions in accordance with organizational goals and objectives
- Ability to understand and follow verbal instructions and communicate in English
- Ability to work independently with limited supervision
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, wind, rain and snow
- Must wear safety equipment as required and follow established safety practices and procedures
- Ability to maintain effective working relationships with supervisors and co-workers
- Ability to transport oneself to and around the work site
- Ability to work alternative schedules including evenings, weekends and possibly holidays as required for the City's maintenance operations

### **MINIMUM QUALIFICATIONS:**

- Must have a valid Minnesota Commercial Driver's License (Class A or B) with tanker and air brake endorsements, along with a good driving record – Candidates with a Class B license must have the ability to obtain a Class A license within six (6) months of hire
- Must possess a two-year certificate of completion from a technical or vocational school with specialized training in mechanics, maintenance management or related field
- Must possess at least three (3) years of professional experience working with mechanical equipment and machinery necessary to repair City vehicles and equipment including, but not limited to, hoists, forklifts, cranes, welding equipment, hand and power tools
- MNDOT Commercial vehicle inspection certification or ability to obtain within six (6) months of hire
- Must possess at least one (1) year of professional experience in small engine repair
- Must reside within the allowed distance for responding to on-call situations (approximately 30 minutes)

**DESIRABLE QUALIFICATIONS:**

- Professional experience and/or technical training in welding, hydraulics and electrical systems
- Basic computer skills using Microsoft Office (Word, Excel and Outlook)

**PROVIDE WORK DIRECTION TO OTHER EMPLOYEES**

Under the general guidance of the Streets Supervisor, this position provides work direction and training to full-time, part-time and seasonal Public Works employees.

**EQUIPMENT/JOB LOCATIONS:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties are typically performed indoors and outdoors.

**CONDITIONS OF EMPLOYMENT:**

- Must comply with organizational and departmental policies
- Must adhere to safety policies and actively promote safe practices in the workplace based on annual safety training
- Driving is an essential function of this position

*This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.*

*The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**JOB ACTIVITY REQUIREMENTS**

<b>Job activity requirements</b>					
	<b>Physical Activities</b>	<b>Very Important</b>	<b>Important</b>	<b>Slightly Important</b>	<b>Not Important</b>
<b>1</b>	Standing	x			
<b>2</b>	Sitting			x	
<b>3</b>	Walking	x			
<b>4</b>	Lifting	x			
<b>5</b>	Pushing / Pulling	x			
<b>6</b>	Carrying	x			
<b>7</b>	Climbing		x		
<b>8</b>	Kneeling	x			
<b>9</b>	Crawling	x			
<b>10</b>	Crouching	x			
<b>11</b>	Bending at waist	x			
<b>12</b>	Reaching	x			
<b>13</b>	Handling Objects	x			
<b>14</b>	Repetitive Hand Motion		x		
<b>15</b>	Use of Arm Muscles over Extended Periods	x			
<b>16</b>	Use of Leg Muscles over Extended Periods	x			
<b>17</b>	Overhead Work	x			
<b>18</b>	Stationary desk or bench work		x		

**This job requires employees to be able to lift and carry up to 74 pounds without assistance.**

<b>Job working conditions</b>		
		<b>Yes</b>
		<b>No</b>
<b>1</b>	Working Outdoors	x
<b>2</b>	Working Indoors	x
<b>3</b>	Operating dangerous equipment	x
<b>4</b>	Operating motor vehicles	x
<b>5</b>	Providing work direction to other employees	x
<b>6</b>	Working with chemicals	x
<b>7</b>	Working near fumes and vapors	x
<b>8</b>	Driving a City vehicle or personal vehicle	x
<b>9</b>	Driving is an essential function of this job	x
<b>10</b>	Subject to random DOT drug and alcohol testing	x