



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Lead Mechanic  
**FLSA STATUS:** Non-Exempt, Grade 12  
**UNION:** AFSCME  
**UPDATED:** July 2022

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**PURPOSE OF POSITION:** In a lead capacity, direct, plan, facilitate and perform a wide variety of maintenance and repair functions on gas and diesel vehicles and equipment on a scheduled and emergency basis.

**ESSENTIAL JOB FUNCTIONS:**

In a lead capacity, train or arrange training, schedule, plan and direct work to be performed, assign and review work, provide input in the hiring and performance evaluation of team, ensure that proper tools and equipment is onsite, clean, well maintained and safe for use. Participate in duties of assigned crew. Request quotes from, designate work to and coordinate work by third party vendors.

Respond to various questions, resolve problems and provide technical assistance to crews that arise at the work site involving work tasks and the public. Arrange demonstrations of equipment and provide training to all field crews.

Complete various assessments and reports related to work activities. Maintain data, records and reports in manual and computer formats. Maintain inventory, asset tracking and replacement lists. Maintain and track all fuel cards and provide data to Department Heads monthly. Provide monthly reports to Department Heads on repair costs to each department for accurate calculation of expenses on budget.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases, obtain quotes and make purchase recommendations, estimate costs of proposed work and purchase tools, parts and equipment as authorized, within budgetary guidelines.

Develop specifications and order new vehicles and equipment on an annual basis for replacement of the aged and worn fleet assets. Develop and execute a surplus plan for the disposal of aged and worn assets at the best interests of the City and safety of employees. Handle title and licensing. Handle declaration and disposal.

Conduct regular inspections of vehicles. Diagnose a wide variety of vehicle repair needed, including use of diagnostic tools. Lead and direct the work to repair, overhaul and rebuild vehicles, including fuel and electrical systems, hydraulic and pneumatic systems, fans, starters, alternators, heating and air conditioning, carburetors, power steering, etc. Advise supervisors of needed repairs or replacements. Perform some repair and maintenance consistent with the physical demands of the position, including repairs of bulbs, belts, hoses and wipers and machining work. Perform road testing of vehicles.

Lead and perform fabrication, cutting, welding, grinding and finishing metal parts needed for alteration or repair, as necessary and within physical demands of position. Prep, sand and paint fabricated parts and small equipment for corrosion control as required. Responsible for contracting of paint and body repairs for vehicles and large equipment.

Operate various public works equipment, e.g. dump truck, forklift, loader, backhoe, roller, etc. Perform routine operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, cleaning, etc., on vehicles used in the maintenance of City infrastructure and various other City vehicles. Adhere to established maintenance schedules on vehicles and equipment, e.g. service, tune-ups, etc.

Handle shipping and receiving of all goods and supplies for all departments at the Shop and throughout the yard.

Maintain monthly and annual fire extinguisher service for all vehicles.

Track upkeep of and program all two-way radios. Maintain scan tools, radio and maintenance program using software.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, cooperative and productive working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Model safety rules for team.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Maintain Safety Data Sheets, safety devices and personal protective equipment to meet regulatory requirements. Provide assistance to other department staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** High School education or equivalent supplemented by additional specialized training equal to two years college in automotive mechanics and four years related experience or six years of related experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Thorough knowledge of the methods, materials, tools and equipment used in diagnosing, maintaining and repairing vehicles and equipment; occupational hazards and related safety precautions. Thorough knowledge of operation of vehicles and equipment, including those vehicles typically found in a Municipal fleet. Demonstrated leadership, delegation and oversight skills required. Excellent communication, organization, time and budget management and attention to detail skills required. Must also possess intermediate computer skills sufficient to perform the reporting and other administrative functions described above.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid OR drivers license. Current CDL and Current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

**DESIRABLE REQUIREMENTS:** Any current ASE, dealer or factory certifications, such as automotive and diesel mechanic certification. Welding experience. Machining experience. Experience in a lead or supervisory role.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects and infrequently

**THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.**

required to bend and view under vehicles. Duties require the movement of materials up to 25 pounds on a regular basis. Duties require regular operation of light and medium equipment, use of hand and power tools, welding equipment, forklift, etc. Activity and types of duties performed require manual coordination and dexterity over 50% of the work period.

**WORKING CONDITIONS:** The majority of duties take place at City shop or outside of buildings with exposure to all types of weather conditions and terrain on a year-round basis, biohazards, dirt, grease, oil, fumes and chemicals that requires a respirator at times and noise that requires hearing protection at times. Position is subject to emergency on-call response after normal duty hours.

**SUPERVISORY RESPONSIBILITIES:** Lead and oversee the duties and responsibilities of the Mechanic to ensure efficient and effective work. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Street's Supervisor.