



CITY OF BANNING, CALIFORNIA

Lead Fleet Maintenance Mechanic

Job Code: 4425

FLSA

☐ Exempt

☒ Non-Exempt

JOB DEFINITION: Under general supervision, performs work related to the repair, service and maintenance of City vehicles; complex and specialized mechanical diagnostic and repair work on a wide variety of automobiles, trucks and heavy construction equipment; may assign and review the work of mechanics and service staff; performs related work as assigned.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Organizes, assigns, participates in and reviews the work of equipment mechanics engaged in the maintenance and repair of a wide variety of gasoline and diesel powered vehicles and equipment; personally performs the most skilled duties; instructs staff in work procedures and safe work methods; overhauls, repairs and maintains a wide variety of trucks and heavy equipment and their component systems and computerized automotive systems; troubleshoots and diagnoses operating problems; removes, overhauls, repairs, replaces and tests assigned equipment; performs preventive maintenance according to a pre-established schedule; uses and maintains a complete set of hand, power and shop tools and test equipment related to the work; fabricates replacement parts as necessary; operates a variety of vehicles and equipment in performing and testing assigned work; estimates parts and materials required for the work; requisitions or orders replacement parts as necessary; recommends contract work as required; observes safe work methods and utilizes safety equipment related to the work; reads and interprets schematics, shop manuals, and plans in performing work assignments; provides technical assistance to other employees on difficult and complex problems; may direct the work of others on a project basis; prepares and maintains a variety of logs, records and reports of work performed; completes forms as necessary; makes oral reports as necessary; responds to emergency situations as required; performs field work as assigned; assists in the development of specifications for new equipment; recommends modification and repairs to existing equipment; monitors current technology in the equipment repair field.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of vehicle and equipment maintenance, diagnostics, and repair concepts and techniques.
- Knowledge of the use of hand and power tools used in the maintenance and repair of vehicles and equipment.
- Knowledge of inventory control methods and techniques.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in conducting vehicle inspection and problem diagnosis, general maintenance and repair.

CITY OF BANNING, CALIFORNIA

Lead Fleet Maintenance Mechanic

Job Code: 4425

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** seven (7) years of vehicle maintenance and mechanical experience, with at least 2 years at the lead level.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a class A California commercial driver license and D.O.T. medical certificate. May be required to lift and/or carry heavy, bulky supplies and materials weighing up to 100 pounds.