

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SENIOR HEAVY EQUIPMENT MECHANIC
DEPARTMENT:	TRANSPORTATION
REPORTS TO:	EQUIPMENT SUPERINTENDENT

CLASS CODE: 32374
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, performs skilled maintenance and repair of the County's vehicles and equipment and other related equipment. Supervises the work of subordinate personnel. The work consists of performing a variety of complex and responsible technical duties under limited supervision within a frame work of standard policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs complex repair and maintenance of automobiles, trucks, tractors, graders, caterpillars, gas and diesel engines, and other related equipment and vehicles.

Performs routine lubrications and other service related duties as required.

Repairs equipment in the field as necessary.

Schedules and prioritizes the repair and maintenance of various pieces of equipment.

Assists in the relocation and transportation of light and heavy equipment and vehicles to various service locations.

Performs routine maintenance around the shop and service area as required.

Supervises the preventative maintenance and checks of light, heavy and other related equipment and vehicles.

Performs final safety checks on serviced heavy equipment.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Reviews and researches service and repair manuals.

Develops special and innovative replacement parts for new and rebuilt equipment.

Attends seminars and classes on the maintenance and repair of equipment.

Performs body and fender repair work including: welding, cutting, painting, and various other procedures.

Answers telephone and answers questions or takes message as appropriate.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Mechanics Hand Tools	Power Tools	Shop Machinery
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year certificate from an accredited college or technical school; and,

Six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License, Class A

Brake Inspector's Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, practices, materials, and tools of the light and heavy equipment and vehicle mechanical trade.

Operation and repair characteristics of a wide variety of light and heavy equipment and vehicles.

Safety precautions and hazards as they related to equipment maintenance and repair.

Gasoline and diesel engines and their operations.

Practices, methods, and tools of the welding and blacksmith trades.

Recordkeeping, report preparation, filing methods and records management techniques.

Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Using mathematics.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

The use and care of the tools and equipment utilized in the performance of the essential functions of the job.

Mental and Physical Abilities:

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Ability to diagnose and repair a wide variety of equipment.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

file: srhvyeqm.32374

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.