



## **Job Description Example** *Lead Mechanic*

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## **Position Description**

**Job Title:** Lead Mechanic  
**Department:** Utility Services  
**Reports To:** Transportation Superintendent  
**FLSA Status:** Non-Exempt (Hourly)  
**Date Issued/Revised:**

### **General Summary**

The lead mechanic position is responsible to trouble shoot, repair and perform preventative maintenance on all types of vehicles/equipment and hand tools within the company's fleet. Repairs shall be made in a safe, cost effective and time efficient manner. The lead mechanic must have practical knowledge of all types of machinery and tools. The lead mechanic must have solid judgment and a good understanding of the possible consequences of the work they perform. The lead mechanic may also be asked in conjunction with the supervisor to evaluate, prioritize and delegate work amongst the mechanics and part time mechanic. The company recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions that have direct or indirect involvement with his or her own.

### **Responsibilities**

1. Comply with established company safety and operating rules, procedures, and guidelines; and be responsible for reporting un-safe practices to your supervisor.
2. Work along with area supervisor to prioritize and delegate workload for the mechanics and part time mechanic.
3. Maintain a clean and safe working environment to protect oneself and others in accordance with all department guidelines and all applicable company safety rules.
4. Must be able to operate all types of vehicles, equipment and tools.
5. Must be able to perform minor and major repairs on all types of equipment, including but not limited to, all vehicles, trailers, power operated equipment as well as hand tools.
6. Will be responsible for maintaining accurate computer records of time and parts used on specific work order tasks.

7. Assist in developing transportation maintenance and repair procedures.
8. Perform all other duties as apparent or assigned by supervisor.

### **Supervision/Direction of Others**

Directs, instructs and works with the department staff and co-workers on vehicle/ equipment repairs and maintenance issues. Works with individual vehicle/equipment operators to understand and solve complaints and concerns in regards to proper vehicle/equipment maintenance and operation.

### **Position Specifications**

#### **Educational Experience**

This position requires a High School diploma or its equivalent. This position also requires a minimum of a two-year degree in heavy truck mechanics at the vocational level. A minimum of five years of experience may be substituted for the vocational school requirement. Specific mechanic certifications may be required and/or desired.

### **Key Competencies**

1. Must have thorough knowledge and experience with but not limited to: hydraulic systems, gas engines, diesel engines, electrical systems, drive trains and various hand tools.
2. Must have basic typing and writing skills.
3. Must be able to add, subtract, multiply and divide.
4. Must have the knowledge and ability to prioritize job tasks.
5. Must be able to work independently.
6. Must pursue personal development opportunities and is committed to staying current within field of work.
7. Must support teamwork by participating, cooperating, and communicating with co-workers.
8. Must hold a current commercial drivers license (C.D.L.) and health card.
9. Must be able to effectively communicate with customers and co-workers by providing accurate, meaningful, courteous and timely responses to their questions or concerns.

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## **Working Conditions**

1. Regular and punctual attendance is an essential function of this position. Variations to the work schedule need to receive the supervisor's approval.
2. Must travel to any location to do work in varying weather conditions, and be able to work outside or inside.
3. Must be available to work before or after regularly scheduled work hours.
4. Must be agreeable to working other than regular hours on a fixed or rotating basis.
5. Employee may also be required to handle and perform work safely and efficiently through stressful situations.

## **Physical Demands**

1. Lifting/carrying:
  - a) On a frequent (33% to 66% of the time) basis the employee is using a variety of hand tools throughout the day to perform his/her lead mechanic duties.
  - b) On a frequent (33% to 66% of the time) basis the employee may be required to lift equipment / parts. A majority of the parts and equipment mechanics handle are less than 50 lbs.
  - c) On an occasional (1% to 33%) basis the employee is required to lift a tire/rim or part that may be in excess of 100 lbs. The employee should seek help or use mechanical means to perform these types of lifts safely.
2. Reaching:
  - a) On a frequent (33% to 66% of the time) basis the employee reaches at, or above, shoulder height throughout the day while working above or below all kinds of vehicles and equipment.
  - b) On a frequent (33% to 66% of the time) basis the employee will reach at, or below waist height while working above all kinds of vehicles and equipment.
  - c) On a frequent (33% to 66% of the time) basis reaching is done in front of employee below shoulder height.
  - d) On a frequent (33% to 66% of the time) basis the employee may also be required to reach out to their side while working on vehicles and equipment.

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3. Pushing/Pulling:
    - a) On a frequent (33% to 66% of the time) basis pushing and pulling movements are required from the employee when performing service and repair work.
    - b) On a frequent (33% to 66% of the time) basis torque pressure of up to 160 pounds is also used throughout the day while working with various hand tools and equipment.
  4. Climbing/Crawling:
    - a) On a frequent (33% to 66% of the time) basis climbing up ladders and or steps to either reach trucks on the hoist or retrieve parts from the parts area.
  5. Twisting/Rotating:
    - a) On a constant (66% to 100% of the time) basis twisting and rotating from the hips, shoulders, and neck is required throughout the day. Employee is twisting and rotating while retrieving equipment, storing equipment and parts, and servicing all types of equipment.
    - b) On a frequent (33% to 66% of the time) basis twisting and rotating is required while driving and operating moving vehicles and equipment.
    - c) On a constant (66% to 100% of the time) basis flexion and extension of the neck during these same physical activities is ongoing throughout the day.
  6. Handling:
    - a) On a constant (66% to 100% of the time) basis the employee is required to handle a variety of hand tools and equipment that ranges from wrenches to hydraulic equipment and vibrating power tools.
    - b) On a constant (66% to 100% of the time) basis finger dexterity is used to handle small bolts and screws while performing all service and repair work to equipment.
    - c) On an occasional (1% to 33% of the time) basis finger dexterity is used while typing or filing work orders and other related paperwork.
    - d) On a frequent (33% to 66% of the time) basis firm gripping and grasping is used to carry materials and operate power equipment and hand tools. Firm gripping is also used when applying torque pressure to tighten and loosen bolts and parts.
    - e) On a frequent (33% to 66% of the time) basis pushing buttons and operating levers is also required while operating moving vehicles and machinery.

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7. Stooping/Bending/Squatting:
    - a) On a constant (66% to 100% of the time) basis stooping, bending, and squatting is required throughout the day while maintaining and servicing all types of equipment.
  8. Kneeling:
    - a) On an occasional (1% to 33% of the time) basis kneeling may also be required while maintaining and servicing all types of equipment.
  9. Standing/Walking/Sitting:
    - a) On a constant (66% to 100% of the time) basis the majority of tasks are completed while standing or walking.
    - b) On an occasional (1% to 33% of the time) basis the employee sits to perform job tasks.
  10. Talking/Hearing:
    - a) On a constant (66% to 100% of the time) basis talking and hearing is required to communicate effectively with others. Employee may work independently or with others during the workday.
  11. Eyesight:
    - a) On a constant (66% to 100% of the time) basis good eyesight is required to complete the job duties of a lead mechanic and perform the appropriate service and repair work on vehicles/equipment and hand tools.
    - b) On a constant (66% to 100% of the time) basis the employee also uses eyesight to read blueprints, read schematics, use the computer, and read written work orders.
    - c) On a constant (66% to 100% of the time) basis good eyesight is required to read shop manuals and line charts to identify problems.
  12. Working Above Ground:
    - a) On an occasional (1% to 33% of the time) basis the employee may work above ground while operating moving equipment, performing service work to equipment, and when using a ladder to retrieve materials or parts.
  13. Foot Controls:
    - a) On a constant (66% to 100% of the time) basis foot controls are used to operate motor vehicles and equipment, including trucks and boom.

*(All duties should be considered essential functions per the Americans with Disabilities Act.)*

