

The Maryland-National Capital Park and Planning Commission

TITLE: Lead Mechanic
SERIES: Equipment Repair and Operation

GRADE: G CODE: 5723
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under direction, leads, coordinates, and monitors the work of other Mechanics, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers to perform the full range of skilled mechanical work of the highest complexity and variety. Responsibilities involve leading work efforts to perform major/minor repairs on a variety of vehicles and power equipment at Commission buildings, structures, and property. Work is checked by Trade Shop Supervisors and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans crew projects. Receives work orders for unit mechanical projects. Operates vehicle maintenance computer system to generate work orders and preventive maintenance requests. Reviews technical manuals, illustrations, specifications and diagrams to determine appropriate repairs. Drives, inspects and performs diagnostic tests to locate defects and causes of mechanical and other problems to determine type and extent of necessary repairs. Maintains safe and secure work sites. Identifies and corrects safety hazards.
2. Leads crew(s) on projects. Plans, assigns and checks work of other Mechanics, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities from beginning to end of projects. Inspects all work and keeps repair/maintenance projects on schedule. Provides training and technical assistance on assignments.
3. Performs as primary evaluator and counselor for assigned personnel. Assists Trade Shop Supervisors with performance evaluations, personnel forms and documents as prescribed by regulations and enforce Commission Rules, Regulations, and Policies. Manages shop projects in the absence of Trade Shop Supervisor.
4. Prepares and reviews informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew and project schedules and records of expenditures, materials used, tasks completed, accidents, and injuries.
5. Coordinates regular preventive maintenance inspections on cars, trucks, mowers, tractors, golf carts, and other vehicles. May conduct minor maintenance or repairs such as change oil, filters, and fluids; lubricate moving parts; replace or charge batteries; inflate, balance, change, and rotate tires; adjust brakes and clutches; and tune up engines.
6. Coordinates emissions inspections and testing for assigned vehicles and repairs vehicle emissions systems.
7. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.

Examples of Important Duties: (Cont'd)

8. Performs difficult mechanical repairs and specialized assignments involving rebuilding, replacing, and servicing cars, trucks, tractors, backhoes, bulldozers, front-end loaders, road graders, transmissions, engines, axles, hydraulic and pneumatic systems. Rewires and repairs electrical, electronic and computer utility systems. Rebuilds and replaces brakes, lights, horns, belts, hoses, shock absorbers, ball joints, tie rods, muffler, fuel pumps, and other parts.

Important Worker Characteristics:

Extensive knowledge of: (1) standard mechanical practices and methods; (2) OSHA, MOSH, and fire codes; (3) emissions standards;* (4) Commission policies and procedures;* (5) confined space procedures; and (6) hazardous materials.

Skill in operation of: (1) hand, power and machine tools; (2) engine diagnostic equipment; (3) heavy equipment; (4) welding equipment;* (5) emissions analyzer;* (6) motor vehicles; and (7) office equipment including personal computer and applicable software.

Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, schematics, sketches, and drawings; (4) complete work orders and other work related paperwork; (5) estimate time and materials; (6) distinguish different colors; (7) lift up to 100 pounds; (8) acquire CPR and first aid certification;* and (9) lead skilled mechanical work with minimum supervision.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved mechanical repair apprentice program or four years of progressively responsible experience; and
3. Four years of experience at the journey level, including two years directing the activities of other skilled Mechanics; or
4. An equivalent combination of education and experience totaling eight years.
5. ASE Master Certification in either truck or auto or equivalent certifications.
6. Valid Commercial Driver's License (CDL) with appropriate endorsements.
7. Valid driver's license.
8. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, dirt, grease, noise, dust, exhaust fumes, and caustic chemicals. Must be available to work during emergencies.