

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**

**EQUIPMENT MAINTENANCE LEADPERSON**

**JOB DESCRIPTION**

Under general supervision, to schedule, monitor, and participate in the performance of mechanical repair on automotive equipment and other gas and diesel powered construction and maintenance equipment; to coordinate the activities of subordinates performing and assisting in these functions; and to perform related work as required.

**REPRESENTATIVE DUTIES**

Provides courteous and expeditious customer service to the general public and city department staffs.

Schedules and monitors subordinates equipment mechanic personnel; maintains records of repairs and maintenance work performed on each piece of Department equipment; prepares monthly reports of fuel usage by piece of equipment; records daily shop labor hours for each job; requisitions supplies, parts, gas, diesel fuel and oil as necessary; advises supervisor of repair work to be contracted out; inspects and diagnoses mechanical defects in automobiles, trucks, tractors, backhoes, skip loaders, cranes, trenching machines, air compressors, welding equipment and other mechanical equipment used in water and water reclamation maintenance and construction; disassembles motors and performs general overhauling; grinds valves; adjusts ignition and carburetor systems; repairs generators, starters, universal joints, lighting systems, wheel bearings, hydraulic systems, and fuel pumps; adjusts brakes; inspects equipment for mechanical defects and replaces worn parts; lubricates vehicles; makes emergency repairs out of the shop; repairs power lawnmowers, cement saws, and portable pumps; conducts performance evaluations; establishes standards of performance for each position supervised; checks and corrects work in progress and upon completion; performs the more difficult work of the unit; operates Department vehicles; routinely adheres to and maintains a positive attitude towards City and Department goals; and performs related work as required.

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**MINIMUM QUALIFICATIONS**

Graduation from high school or G.E.D. equivalent, and a minimum of five (5) years of increasingly responsible experience as a mechanic performing journey-level fleet maintenance repairs to light and heavy gasoline and diesel-powered equipment, automotive, and construction equipment overhaul and repair.

Must possess and maintain a valid Class 3 California Driver's license at time of appointment, and obtain and maintain a valid class 'A' California Driver's License and valid Medical Examination Certification within one year of appointment to this position. Must provide proof and maintain a driving record acceptable to the Department's insurance carrier. NOTE: For out-of-state applications, a California driver's license is required within ten (10) days after appointment (Vehicle Code 12405c).

**GENERAL QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop;
- Principles and methods used in a program of preventive maintenance;
- Principles of organization, supervision, and employee training;
- Supervision, operation, maintenance, and scheduling of equipment repair work;
- Techniques used in diagnosing malfunctioning engines;
- Appropriate safety precautions and procedures
- Department of Transportation Class 'A' and 'B' vehicle inspection regulations and reporting requirements.

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**Ability to:**

- Plan and assist in a variety of mechanical maintenance and repair works;
- Plan and schedule work assignments;
- Diagnose mechanical equipment trouble and determine necessary repairs;
- Estimate labor and material costs and requirements for major mechanical maintenance;
- Supervise and schedule a preventive maintenance program;
- Operate a vehicle observing legal and defensive driving practices;
- Perform moderately heavy physical labor;
- Read and write at a level sufficient for job success;
- Operate a vehicle observing legal and defensive driving practices;
- Lift and transport materials and supplies weighing up to 50 pounds;
- See in the normal visual range with or without correction;
- Hear in the normal audio range with or without correction;
- Work in a variety of environmental conditions, indoors, and out, including wide temperature variations, noise, vibrations, fumes, odors, and dust;
- Adhere to and comply with safety standards and the proper use of safety equipment;
- Establish on maintain effective relationships with those contacted in the course of work.
- Must maintain a driving record which meets Vehicle Code Standards and is acceptable to the Departments and its insurance carrier.

**ORGANIZATIONAL RELATIONSHIPS**

The Class of Equipment Maintenance Leadperson is a working leadperson position in the equipment mechanic series. Supervision is received from the Water Utility Distribution Superintendent.

**APPROVED BY C.S.B.: 7/28/98**