

**Utilities Commission
City of New Smyrna Beach, Florida**

Job Title: Lead Fleet Mechanic
Department: Electric
Reports To: Supervisor of T&D Lines and Support Services
Revised: 04/2013
Pay Grade: 21 - Non Exempt

Job Summary

Performs advanced technical work in the repair of automotive equipment and related heavy/construction equipment. Perform/oversee mechanical work in the repair of trucks, cars, tractor mowers and a wide variety of other, mid-heavy, or light automotive and construction equipment. Trouble shoots and repairs aerial devices. Works under the general supervision of Supervisor of T&D. Oversees fleet staff with the intent to encourage compliance with regulations and company policies.

Essential Duties and Responsibilities. Other duties may be assigned.

- Assist with the daily assignment of fleet staff to work locations.
- Coordinates the daily work of all subordinates and the use of available equipment to obtain maximum performance.
- Performs advanced diagnostic procedures to determine cause of failure or malfunctioning of mobile equipment systems or components.
- Oversee/keeps up to date records of labor and materials. Perform audits as required.
- Request recurrent training as needed for self/staff. Maintain necessary CEU's and ensure all staff are current as needed.
- Plan/oversee work activities to prevent injury and minimize property damage.
- Participates in the review of and incident report write-ups of all accidents and damage to equipment as requested.
- Reports driver negligence relevant to equipment damage as necessary.
- Oversee roadside inspections and repair timeliness.
- Maintain excellence in safety standards particularly with respect to vehicles that require being out of service.
- Oversee/maintain a written, systematic maintenance schedule. Maintain records of inspections, lubrication and repair of all equipment.
- Monitor status of jobs in shop and productivity of mechanics.
- Makes quality inspection and final test after job completion to insure job integrity in repairs and maintenance performed both in-house and by outside services.
- Ensure that maintenance personnel that perform brake inspections or repairs meet the training and experience requirements necessary to perform these duties.
- Oversee/maintain a repair order tracking and reporting system.
- Discuss with driver any safety defects found during maintenance that were not reported by the driver and advise supervisor of such. Assist with vehicle inspection retraining if necessary.
- Driving is required. Follow safety regulations and require compliance with other fleet staff not to use cell phones nor text while operating moving company vehicles.
- Performs functions of a Fleet Service Mechanic III and other duties as needed.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

Quality Management - Demonstrates accuracy and thoroughness.

Strategic Thinking - Adapts strategy to changing conditions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Demonstrates excellence in customer service skills.

Quality - Demonstrates accuracy and thoroughness.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be able to trouble shoot and identify mechanical and electrical problems and offer proper strategy for repair and maintenance.

Other Skills and Abilities

- Advanced knowledge of the methods, materials, tools and standard practices of the automotive mechanic's trade.
- Advanced knowledge of the principles and operation of gasoline and diesel - fueled internal combustion engines.
- Advanced knowledge of automotive and other construction and maintenance equipment.
- Ability to understand and carry out complex oral and written instructions. Advanced knowledge and skills in documenting work.
- Advanced skill in the use of tools, machines and testing instruments of the trade.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and ability to adjust focus. Driving is required.

Must have demonstrated ability for dexterity/good hand-eye coordination for using hand tools. Must be able to disassemble and reassemble machinery parts, work on engine parts and brake mechanisms.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and risk of electrical shock.

Education and Experience

High school diploma/GED required. Prefer approved courses in automotive mechanics (ASE Certificate required), and six (6) years of progressively advanced automotive mechanic experience, in an approved service facility or utility fleet, or any equivalent combination of training and experience.

Certificates, Licenses, and Registrations

Must possess a valid Florida Class "A" Commercial Driver's License (CDL) and a Florida driver's license. Must be able to maintain ASE or applicable certification requirements.

Other Qualifications

Must pass background check. Position is subject to driver's license checks. This position is subject to call-out at all hours of the day and night. Employee is expected to report to work if called. Employee is required to be on standby if it becomes mandatory. Must attend and successfully complete all mandated trainings. Subject to the UC's Drug Free Workplace Program and DOT/FMCSA drug and alcohol testing standards.

SAFETY SENSITIVE POSITION

Response Requirement - The employee must be able to respond to 350 Slatton Street, New Smyrna Beach within forty minutes from the time they are called. Must have a means (current working phone number) to be contacted at all times which may include: cell phone, home phone and answering machine with remote access, or any other means by which the UC can contact you at all times.