City of Inglewood Job Description
Class Code: 260

## LEAD FLEET MAINTENANCE MECHANIC

## **DEFINITION**

Under general supervision, leads subordinate staff in the maintenance and repair of light and heavy transportation, construction, mechanical and emergency equipment.

# **ESSENTIAL FUNCTIONS**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

#### **TASKS**

Leads and participates in the maintenance and repair of light and heavy transportation, construction, mechanical and emergency equipment; maintains inventory of equipment maintenance supplies and parts; surveys and inspects equipment to be repaired; writes vehicle or equipment repair orders; answers customer complaints or inquiries.

Updates computer files and enters daily work orders completed and in progress; prioritizes work activities of assigned staff; monitors and assists in the evaluation of work activities for assigned staff; communicates progress, problems and completion of work to supervisor; notifies supervisor of materials or equipment necessary to complete work orders and assists in the requisition and purchasing of materials and supplies; assists in the implementation of safety procedures and guidelines for the Equipment Maintenance Division.

## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of heavy and light equipment maintenance and repair methods and techniques Knowledgeable of occupational hazards and safety guidelines

Knowledgeable of and ability to operate a personal computer hardware and software

Skilled in the safe use of power and hand tools used in equipment maintenance

Skilled in prioritizing and monitoring equipment maintenance activities

Skilled in following and providing oral and written communication in English

Skilled in establishing and maintaining effective working relationships

Ability to perform essential duties with expertise and consistently

Ability to complete assignments in a timely and professional manner

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Work is performed in office and service garage environments. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion, moving automotive parts and traffic and hazardous fumes and chemicals.

## **QUALIFICATIONS**

A high school diploma or equivalent, **AND** three (3) years experience in heavy equipment repair **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License. May be required to obtain a Class B license.

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