Office of Human Resources and Equal Opportunity

Classification Services

Approved Position Description

For

Mechanic, Lead

DEFINITION:

Supervise and to do skilled journeyman-level work in the auto mechanic trade; to assist in the functional supervision of the maintenance and repair of vehicles.

JOB CHARACTERISTICS:

Incumbents are assigned to supervise work primarily in the trade in which they have major skills; however, they may be required to help with other work as needed. They are expected to train and supervise apprentices in their trade as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Supervise workers on field projects in the auto mechanic field.
2. Performs skilled journeyman-level work in the maintenance trade.
3. Assists in eliminating costs of repair projects in terms of labor and material needed.
4. Assigns auto mechanics and helpers to maintenance work, and may layout and inspect their work.
5. Prepares reimbursement documentation and initiates process for payments of spare parts vendor invoices.
6. Maintains vehicle records and schedules maintenance and repairs.
7. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of: 1. Standard methods, materials, and equipment used in the auto mechanic trade.

Ability to: 1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Hazmat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Demonstrate journeyman-level skill in the auto mechanic trade.
5. Interpret and work from plans and specifications.

6. Assist, supervise, and inspect the work of journey and semiskilled maintenance personnel.

Experience: 1. Four years of experience as a journeyman in the auto mechanic trade. The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last three years or will complete such a course within one year after assuming the position.

Education: 1. High school diploma, or equivalent.

Certification: 1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Date Approved: March 1993
Range: L-56
EEO-Category: H-60