



TITLE: Lead Mechanic

STATUS OF EMPLOYMENT: Full Time, Year Round

SALARY CLASSIFICATION: Hourly – Grade 17

BENEFITS: Hourly Employee Benefit Package

GENERAL STATEMENT OF DUTIES:

To provide skilled mechanical and electrical work required for the maintenance and repair of park district’s fleet and equipment. Coordinates employees and service providers to ensure repairs are completed in a timely manner; including but not limited to schedules work, monitor work activities, maintain work orders and service records, communicates with park staff and vendors, maintain and order supplies, train employees and ensures compliance with rules and regulations, while maintaining a team environment.

SUPERVISION RECEIVED:

Reports directly to the Operations Service Manager, or as assigned, to the Project Manager or other designated supervisor.

SUPERVISION EXERCISED:

Assigns, directs and assists in the work of the mechanic, maintenance utility workers, technicians and seasonal maintenance employees.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

1. Performs all duties of a Mechanic.
2. Perform inspections of vehicles and equipment.
3. Assists in repair, maintenance and other tasks involved in completing work orders.
4. Creates and manages service schedules.
5. Schedule and coordinate district-wide fleet work orders and repairs requiring skilled labor, special equipment, and vendors.
6. Direct, instruct and supervise technicians and mechanics; train, coach, mentor and monitor to assure performance.
7. Directs, coordinates, and inspects work of park district technicians and mechanics.
8. Reviews completed work to ensure quality standards and deadlines are met.
9. Documents work activity and materials used; prepares progress reports.

10. Maintains fleet database and work records
11. Track hours and schedule preventative maintenance on equipment and vehicles.
12. Communicates with vendors on repair status and orders.
13. Order and maintain inventory and records of supplies and parts.
14. Develop purchase orders, keeping records and submitting receipts as required. Makes approved purchases and coordinate services, working within established budget and purchasing guidelines.
15. Remain informed of current trends, methods and regulations in vehicle and equipment repair.
16. Assists Operations Service Manager in preparation and implementation of fleet and facility standard operating procedures.
17. Make recommendations regarding equipment purchases and disposal.
18. Carries out duties and responsibilities in safe and efficient manner to maintain safe work environment and surrounding area. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action, and promptly notifying supervisory personnel. Participates in and assures compliance with all safety and risk management programs of the park district and industry regulations.
19. Frequently inspects and ensures shop areas are clean, organized, and free of dangerous or hazardous materials.
20. Notifies supervisor of key issues promptly and advised of work that needs to be done and progress of assigned jobs.

Other functions:

1. Performs all of the duties of a Park Technician II, as needed.
2. Flexible schedule. May be required to work evenings, weekends and holidays as needed.
3. Continue toward self-improvement by participating in ongoing training, seminar/conference and related coursework.
4. Train and instruct technicians on equipment and vehicle maintenance and repairs.
5. Performs other related duties as apparent or assigned.

QUALIFICATIONS:

1. Education:
 - High school graduate or G.E.D. required. Automotive or mechanic course work typically acquired through formal training at the college or trade school level.
2. Experience:
 - Minimum of five (5) years' experience in the automotive mechanic field, or related trade.
 - Minimum one (1) year experience in the operation of dump trucks with air brakes and with or without trailers preferred.
 - Minimum of three (3) years' supervision experience preferred.
3. Knowledge and abilities:
 - Demonstrated ability to exhibit leadership consistent with teamwork approach.
 - Demonstrated organizational, leadership and supervisory skills to create and maintain a team environment
 - Ability to make timely and effective decisions.

- Demonstrated thorough understanding and knowledge of automotive and equipment repairs.
- Ability to communicate effectively orally and in writing.
- Ability to translate industry terminology into straightforward terms for explanatory and training purposes.
- Ability to work with individuals of various skill levels, from professional to unskilled.
- Knowledge of OSHA/PERRP standards.
- Demonstrated initiative and creativity.
- Ability to implement district's maintenance standards and operating procedures.
- Ability to resolve conflict, internally and with vendors.
- Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated positive attitude, demonstrated openness, reliability, trust and consistency.
- Basic computer skills: ability to learn and operate various software programs such as Microsoft Word and Excel.

4. Licenses/Certifications:

- State of Ohio Commercial Driver's License, Class A required, with driving record in compliance with Park District's policies.
- Obtain and maintain ASE certifications in a minimum of 2 categories within 1 year of employment. ASE T4 Brakes and ASE T5 Suspension & Steering required.
- First Aid and CPR certification required within 1 year.

Essential Physical Demands and Working Environment:

While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The noise level of working environment may often be loud.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a 180-day probationary period. Promoted employees must successfully complete a probationary period per the collective bargaining agreement.