



**Department:** Motor Pool  
**Prepared By:** Tom Miller

**FLSA Status:** Non-Exempt  
**Prepared Date:** Dec 30, 2016

**JOB TITLE:** Senior Mechanic

**SUMMARY:**

The Senior Mechanic performs the managerial and technical duties of a motor pool superintendent. The position is responsible for the safe, efficient, and effective operation of city owned cars, patrol units, trucks, motor cycles, ATVs, trailers, heavy equipment, gas powered generators and other motorized tools and machinery, hydraulic and electric appurtenances, and related peripheral devices. Maintains all records and documentation associated with required record keeping and reporting requirements. Works with department head in managing annual budget and capital outlay for appropriate equipment maintenance and retirement rotation. May supervise other motor pool support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Operates the shop, cleans, and maintains the garage area and equipment.
- Responsible for the inspection, maintenance, and repair of all vehicles and equipment assigned to departments of the city.
- Implements, schedules, and monitors a preventative maintenance program to assure safe and cost effective operation; utilizes scheduled maintenance program per manufacturers specifications for asset longevity.
- Effectively uses dealerships or repair shops in completion of warranty or major maintenance and repairs.
- Purchases parts and supplies for equipment repair and shop maintenance.
- Maintains equipment and vehicles to assure proper operation and safety of users.
- Conducts safety inspections and certifications of vehicles and equipment.
- Welds; replaces parts; repairs parts; repairs electrical systems; performs minor body and fender work; performs tune ups and engine overhauls; troubleshoots problems when needed.
- Installs and repairs radios in vehicles.
- Assists in purchasing and selling vehicles and equipment.
- Locates equipment, supplies and vehicles and negotiates purchases and prices.
- Documents a complete inventory system through recording of all expenditures of each vehicle, maintenance equipment, fuel, repair parts, supplies, etc.
- Maintains records on maintenance and repair work for all vehicles and equipment.



- Assist departments with the development of specifications for vehicles and equipment to be used; arrange for the purchase, delivery, licensing, and registration of all vehicles and equipment.
- Properly disposes of surplus assets.
- May be required to respond to after hour situations involving city vehicles and equipment.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

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.

- High school diploma or general education degree (GED) or equivalent.
- Two years related experience in the truck/auto repair industry.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Possess the ability to:

- Organize, implement and direct vehicle maintenance operations and activities.
- Perform the full range of vehicle and equipment maintenance duties.
- Perform the most complex vehicle maintenance duties and operate related equipment.
- Supervise, train, and evaluate assigned staff.
- Interpret and explain pertinent policies and procedures.
- Develop cost estimates for supplies and equipment.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Demonstrate tact and diplomacy with other city employees and the public.
- Develop and recommend systems and procedures related to the motor pool.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Possess the knowledge of:

- Mechanical and engine systems of gasoline, diesel and propane powered vehicles and equipment.
- Principles and practices of vehicle and equipment maintenance.
- Principles and practices of fleet management.
- Equipment, tools, and materials used in vehicle and equipment maintenance activities and services.
- Principles of supervision and training.
- Basic budgeting principles.



- Principles and practices of safety management.
- Pertinent local rules and ordinances; state and federal laws.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California Class B driver's license (or ability to obtain within 6 months of hire).
- Certified welder with the American Welder Society.
- California emissions testing certifications.
- CPR certification.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Must occasionally lift and/or move excessive weight.
- Will be required to enter and exit vehicles of varying sizes on a regular basis.
- May be required to stoop, genuflect, or crouch as well as work in a prone position on back under vehicles.
- May be exposed to compressed air and other loud noises customary to shops and garages.
- Must occasionally lift and/or move up to 50 pounds.
- 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.

#### **WORK ENVIRONMENT:**

- Works in both inside and outside environmental conditions.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- Occasionally exposed to outside inclement weather conditions.
- Noise level is usually moderate.
- 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.