

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: LEAD EQUIPMENT TECHNICIAN

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general supervision, to perform the most skilled technical diagnostic, repair and maintenance work on a variety of automotive, truck, tractors and other light and heavy power-driven equipment; perform lead supervisory tasks; and perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level classification in the Equipment Technician series. Positions assigned to this class are expected to possess the complete knowledge, skills and experience to perform the most complex technical work in the diagnosis, repair and maintenance of gas and diesel-powered equipment and their electronic parts. Incumbents at this level work independently, exercising judgment and initiative; and provide technical/functional supervision to subordinate staff as assigned.

KEY RESPONSIBILITIES:

Lead, assign and inspect the work of equipment technicians and participate in all associated work; prescribe procedures, methods and materials to staff on complex projects as assigned; train and assist in the evaluation of employees.

Coordinate equipment maintenance activities with other city departments, divisions and outside agencies.

Inspect, diagnose and locate technical and electrical malfunctions on city automobiles, trucks, fire apparatus, water utility pumps, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.

Determine extent of necessary repairs for further repair work and scheduling; estimate parts and materials costs; recommend contract work as necessary.

May assist in budget preparation by recommending equipment expenditures and Vehicle Maintenance Division capital outlay; locate and recommend vendors; requisition or order replacement parts and supplies; prepare specifications for purchase of large equipment.

Overhaul, repair, maintain and adjust a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors and pumps, hydraulic systems, power plants, power trains and other equipment accessories and components, such as, heating and air conditioning units.

Operate and maintain a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.

Perform smog inspections; diagnose and repair smog inspection failures.

Perform general maintenance on cars, trucks and other equipment, including but not limited to grease and lubrication; battery service; tire change and repair; replacement of spark plugs, light bulbs, fan belts and other simple technical parts; gas and oil service; wash and clean exterior and interior of vehicles; and other standard vehicle maintenance duties.

Read and interpret schematics, shop manuals, and other related materials in performing work assignments and to stay abreast of the current technology. Access technical information from automated databases.

Maintain work, time, material and equipment maintenance logs and records; enter data into and retrieve, print and generate vehicle, equipment, and work order reports from computer information system.

Respond to emergency service calls for repairing or towing equipment that has broken down away from the shop.

May serve as acting supervisor as assigned

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Practices, techniques, materials, tools and equipment used in the diagnosis, repair, preventative maintenance, and modification of a wide variety of technical equipment, including automobiles, trucks, heavy equipment, specialized vehicles, i.e., fire apparatus, and their component systems.
- Procedures used in the repair and maintenance of gas and diesel-powered vehicles and equipment.
- Principles of supervision, training and evaluation.
- Regulations, standards and guidelines pertaining to the work including state and federal inspection guidelines.
- Types and use of special tools and electronic test equipment common to the automotive repair trade.
- Current technology in repairing and diagnosing vehicles, equipment and their component systems.
- Software applications, e.g., word processing, spreadsheet or database on microcomputer systems as required by the assignment.
- Operation and repair characteristics of the entire range of city-owned light and heavy equipment.
- Safe work practices, including handling of hazardous materials.

Ability to:

- Lead, train and evaluate subordinate staff.
- Perform advanced journey level equipment technician work on a wide range of vehicles and equipment.
- Perform minor and major technical repairs and adjustments within the time frames as established by flat rate manuals.
- Inspect and correctly diagnose standard malfunctions in gas and diesel-powered equipment.
- Read and interpret manuals, schematics, plans and specifications related to duties.
- Estimate time and cost of repairs and cost of equipment to within 10% of the actual costs.
- Perform preventative maintenance and replacement functions.
- Use with skill the tools and test equipment associated with the automotive and heavy equipment trade.
- Prepare and maintain a variety of shop time keeping and repair records; maintain computerized records.
- Observe safe working practices; maintain a clean and orderly work and shop area.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships.
- Work independently in the absence of supervision.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of progressively responsible experience, including three years at the journey level, performing diagnostic and repair duties on a wide variety of vehicles and equipment including both diesel and gas-powered equipment and their component electronic and computerized systems. Some experience performing lead supervisory tasks is preferred.

Specialized training and certification in the maintenance and repair of gas and diesel powered equipment and component systems. Training equivalent to the National Institute of Automotive Service Excellence (ASE) Certified Automotive and/or Truck Technician tests are highly desirable.

SPECIAL REQUIREMENTS:

Possession of a valid California Class A Driver's License is required to drive commercial vehicles during the course of performing the required duties of the position.

Possession of or ability to obtain within the first year of employment, a California Smog Technician license.

As regulations change, incumbents are expected to obtain the State-mandated certifications required in order to work on certain vehicles, equipment or in handling materials. These certifications will be designated and specified at the time of hire or as the requirements become necessary to perform the duties of the position.

PHYSICAL STANDARDS:

Incumbents in this class must stand, bend, stoop and hold awkward body positions for long periods of time in order to inspect and repair a variety of equipment. Must possess sufficient strength and stamina to lift, carry and manipulate objects, e.g., motors, equipment parts, tools, weighing up to 40 pounds. The work environment is in a garage which is exposed to heat, cold, dirt, dust, exhaust fumes and other potentially toxic materials. Incumbents must periodically pick up, deliver, and test drive equipment as a part of the essential duties of their jobs.

DATE APPROVED: June 22, 1999