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| CITY OF CEDAR RAPIDS POSITION PROFILE | JOB CODE #/TITLE: AF179 Lead Automotive Equipment Mechanic (Police) |
| POSITION #/TITLE: 887 Lead Automotive Equipment Mechanic (Police) | Adopted: 10-07 Revised: 03-16 |

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| POSITION DESCRIPTION |
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| Dept /Division: Finance-Administrative Services/Fleet Services | Manager Level: Non-Manager |
| Salary Plan/Description: AFS/AFSCME | Salary Grade: 32 |
| Reports To Position #/Job Code #/JC Title: 2462/NB221/Garage Supervisor | Dotted-line Reports To Position #/Job Code #/JC Title: |
| FLSA Status: Non-Exempt | City Overtime Status (Employee Type): Non-Exempt (Exception Hourly) |
| Physical Demand Rating: Heavy | Work Environment: Controlled |
| Pre-employment Testing: Drug and health screening after contingent offer. | Position Testing: General knowledge test |
| Personal Protective Equipment: Eye, Reflective Vest, Foot, Hearing | |

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| General Statement of Duties |
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Provides technical mechanical guidance in the maintenance and repair of City vehicles and automotive equipment with primary emphasis on Police vehicles and equipment.

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| Distinguishing Features of the Class |
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Ability to work and lead a workgroup under direction, with work product expected in general specifications and work method, technique and procedure subject to discretion.

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| Examples of Essential Work (Illustrative Only) |
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Provides guidance and lead responsibilities to Automotive Equipment Mechanics;
Ensures compliance with Fleet Services business practices and management techniques;
Assigns and monitors work of Automotive Equipment Mechanics;
Reviews and closes out work orders for assigned work group;
Researches maintenance and history on equipment and gives Garage Supervisor recommendation on repairs;
Acquires estimates for accident repairs and outside vehicle service;
Identifies the necessity of overtime for backfill or extended maintenance operations to accomplish work tasks, and notifies appropriate management personnel;
Understands and explains performance measurements and customer support activities for the workgroup assigned;
Teams with all City Garage locations to ensure maintenance activities are directed in support of customer expectations and needs;
May rebuild, repair, replace engines, transmissions, differentials in cars, trucks, bulldozers, loaders, sweepers and other equipment;
Oversees and participates in rebuilds of sweepers, salt spreaders, carburetors, generators, starters and other moving parts;
Provides technical expertise in diagnosis of engine problems;
Provides guidance to mechanics in complete engine overhauls;
Repairs diesel engines;

Repairs and rebuilds automatic transmissions and manual transmissions;
Repairs power steering systems;
Repairs suspension systems, hydraulic systems, hydraulic braking systems and complete electrical systems;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of mechanical functioning of automotive equipment and of procedures, methods and techniques of mechanical maintenance and repair;
Skill in a wide variety of repair and maintenance functions with automotive equipment;
Ability to instruct mechanics in repair and maintenance, direct actions in emergency situations, inspect completed work projects of mechanics and resolve difficult repair or maintenance problems;
Ability to operate the following equipment and tools: mechanical hand tools; wide variety of garage equipment, tools and instruments; cars, trucks, bulldozer, loaders, sweepers and other street equipment and computer;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Considerable experience as a journeyman automotive mechanic, preferably including two years automotive mechanic experience in a lead role; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License upon appointment.
Must supply own mechanical hand tools.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility which permits the employee to operate equipment.