



JOB TITLE:	<b>LEAD MECHANIC BUILDING MAINTENANCE</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>CHIEF BODY &amp; FACILITIES MECHANIC</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES (Public Safety)</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general direction of the Chief Body and Facilities Mechanic, performs and oversees routine preventive maintenance, inspection, diagnosis and repair of Bus Transit facilities structural and mechanical systems, including shop equipment and passenger amenities and signage. This is a working lead position that routinely performs the duties of the Mechanic Building Maintenance classification along with more skilled supervisory duties including, but not limited to, supervision of work crews, work scheduling, project management, and training and mentoring subordinate employees. This position is responsible for detailed written and electronic reporting regarding facilities and equipment condition, maintenance and repairs performed, and ongoing maintenance requirements.

### Essential Responsibilities

- Schedules facilities and equipment routine maintenance and ensures all inspections and preventive maintenance activities are performed in a timely and satisfactory manner
- Monitors condition of plant and equipment and directs preventive and corrective maintenance activities to maximize asset life and minimize maintenance expenditures
- Coordinates and directs special projects and campaigns as required
- Coordinates with stores personnel to ensure adequate materials and supplies are available to complete ongoing and scheduled work
- Responsible for cleaning and safe housekeeping in work areas
- Ensures that occupational health and safety practices and procedures are strictly followed
- Refers any problems to Shift Supervisor, recommending action required
- Opens and closes work orders in Maximo and enters all pertinent information
- Performs other computerized recordkeeping as required
- Performs corrective counseling of subordinates as required
- Inspects, maintains and repairs, either alone or as part of a team, all facilities mechanical systems including, but not limited to, bus washers, HVAC systems, electrical systems, lighting, plumbing, automatic and roll-up doors, waste oil and waste water systems
- Inspects, maintains and repairs shop equipment such as air compressors, generators, welders, fuel and lube oil delivery systems, hydraulic jacks and lifts, steam cleaners, pressure washers and pneumatic tools



- Installs, maintains and repairs bus stop signage, passenger shelters, benches and other passenger amenities
- Inspects, maintains and repairs facilities structural systems such as roofing, concrete, glazing, drywall, doors, gates and fencing
- Participates in the ongoing preventive maintenance inspection program to ensure the safe and reliable operation of all mechanical systems
- Exhibits reasonable care for all District-owned property and tools
- Responsible for accurate and timely written, oral and electronic communication concerning ongoing status of repairs completed, in progress and outstanding
- Trains and mentors employees as required
- Issues 1<sup>st</sup> level of progressive discipline and counseling to supervise personnel
- Ensures that all occupational health and safety practices are strictly followed
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

## Required Knowledge, Skills and Abilities

**Knowledge of:** Industrial hygiene and safety practices concerning hazard communication, personal protective equipment, fall protection, confined spaces, and lock out/tag out procedures. Arc and gas welding principles and practices. Theory and practices of industrial electrical systems, including three phase high voltage circuits, low voltage control systems and industrial lighting systems. Theory and practices of industrial hydraulic and pneumatic systems. Industrial plumbing and pipefitting theory and practice. Theory and practice of commercial heating, ventilation and air conditioning systems. Preparation for and application of paints and other protective coatings. Common masonry theory and practice. District policies and labor agreement (MOU) provisions. Occupational health and safety rules and working practices applicable to this position.

**Skills or Ability to:** Read and interpret blueprints, layouts, schematics, and diagrams. Read, understand and apply complex repair instructions contained in technical publications. Perform systematic diagnostic procedures on electrical, hydraulic, pneumatic and mechanical systems. Prepare basic job estimates and draw simple work plans. Carry out assignments relating to many different trades or professions. Work alone and with little or no direct supervision. Use of hand and power tools commonly used in industrial maintenance operations. Use of common test, measurement and diagnostic equipment used in industrial maintenance operations. Interpret and enforce District policies and labor agreement (MOU) provisions. Perform computerized data entry and basic business office technology functions such as use of IBM Maximo, email, spreadsheet lists, and word processing.



## Minimum Qualifications

**Education and/or Experience:** Four-year apprenticeship or equivalent in industrial maintenance, mechanical, electrical, plumbing or related trade required. Position related experience may be substituted on a year per year basis.

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No DUIs or reckless driving infractions within the last 7 years. No more than two moving violations within the last 3 years.

**Required Tools:** Must have a full set of hand tools to accomplish assigned work. Personal electronic test meters preferred

**Physical Requirement:** Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Ability to travel to District facilities, bus stops and shelters. Must be able to work at heights of 20 feet plus, using ladders and lifts. Work outside in all weather conditions. Working around fumes, odors and dust in an occasionally high-noise environment, with appropriate personal protective equipment.