



## **Class Summary**

The responsibilities of this classification include assigning and coordinating the work of mechanics and performing the full range of responsibilities identified in the Transit Mechanic classification.

## **Distinguishing Characteristics**

This is the third of a three-level Mechanic classification series. Work involves providing technical assistance and lead direction to a group of assigned Mechanics and Apprentice Mechanics. Work includes coordinating work assignments; monitoring work flows and ensuring timely completion of repairs; maintaining quality standards; ensuring adherence to preventive maintenance schedules and operating requirements; and ensuring compliance with operating policies and standards. Work requires incumbents to learn and transfer new and expanded mechanical and electronic knowledge and skills as diagnostic systems and mechanical/electronic components are modified and updated. Work also requires compliance with all applicable federally mandated safety-sensitive requirements. Work is performed under the general supervision of higher-level vehicle maintenance supervisors.

## **Examples of Duties (May vary by position)**

*In addition to performing the full range of responsibilities of the Transit Mechanic classification, an incumbent in this classification performs the following.*

1. Coordinate and provide technical assistance to mechanics in the inspection, diagnosis and repair of gasoline, electric, hybrid and diesel-powered buses, trolleys, cars, trucks and other motorized and auxiliary equipment; ensure assigned mechanics properly identify and repair equipment defects; ensure all bus defects are documented and repaired in a timely fashion.
2. Assign work to mechanics and other personnel in accordance with work orders, preventive maintenance schedules and operating requirements; control and monitor work flow; ensure safe handling, use and disposal of environmentally controlled materials and substances; immediately report any safety violations or alarm activities; ensure shop safety and safe work practices among assigned staff; assist with identifying staffing needs and assignment of overtime.
3. Respond to questions and provide advice on all coach related problems and repair; provide lead direction to other skilled employees on assigned projects.
4. Keep current with the latest service bulletins and advisories as well as equipment modifications and enhancements to advise mechanics accordingly.
5. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues.
6. Inspect completed work assignments to ensure work has been completed in a quality manner and equipment is in proper working order.
7. Train new and current personnel in required aspects of maintenance, repair and base safety procedures.
8. Ensure all shop equipment is maintained appropriately and is in proper operating condition; report shop equipment defects and follow-up on completion of required repairs.
9. Advise mechanics when their work is deficient or in violation of established regulations and procedures; recommend corrective actions to higher-level staff when required.

10. Maintain shop records including work orders, warranty/rebuilt parts information, completed repairs and materials used; enter and extract data in automated vehicle maintenance systems.
11. Perform other duties as assigned.

## **Knowledge/Skills**

*Knowledge and skills detailed in the Transit Mechanic classification and the following:*

Knowledge of the latest developments in equipment service bulletins, advisories, enhancements and modifications

Knowledge of revenue processing equipment and procedures

Knowledge of safety and environmental alarm and control systems

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies, procedures and regulations

Communication skills

Customer service skills

Interpersonal skills

Safety skills

Basic computer skills required to enter and extract information from automated vehicle maintenance systems and related software applications

Skill in planning, assigning, balancing and checking work

Skill in handling multiple competing priorities

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships

Skill in training and providing technical assistance

Skill in problem solving

## **Licensing, Certification and Other Requirements**

Washington State Driver License

Commercial Driver License with appropriate endorsements as required

Must pass a post-offer, pre-employment physical examination

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Willingness and availability to work varying shifts on weekdays, nights, weekends and holidays

This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

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<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Service Status</b>	Career Service
<b>Levels within same series</b>	Transit Mechanic - Apprentice, Transit Mechanic, Transit Mechanic - Lead
<b>Class History</b>	Updated 10/2010 Updated description; changed format Changed Title: Mechanic - Lead