

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Lead Mechanic Technician**

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 1	<b>CLASS CODE:</b> <b>J23-7526</b>
<b>DEPARTMENT:</b> County Road - ER&R	<b>ACCOUNTABLE TO:</b> ER&R Manager	<b>Job Family:</b> Maintenance & Operations - Roads	<b>OVERTIME STATUS:</b> Non-Exempt

**JOB SUMMARY:** The Lead Mechanic Technician performs the difficult activities related to evaluating, maintaining, troubleshooting and repairing heavy equipment, light duty and passenger vehicles, as it pertains to electrical wiring, engine diagnostics and repair, fabrication and up fitting. This position also verifies the work of Mechanic I and Mechanic II work activities. Assists in scheduling weekly work for Mechanic I and Mechanic II.

**DISTINGUISHING CHARACTERISTICS:** The Lead Mechanic Technician is experienced in advanced auto mechanics troubleshooting and repair. The Lead Mechanic class is distinguished from the Mechanic I and II classes by responsibility for assigning and monitoring the work of the lower levels. This is a working supervisor position distinguished from the management level Mechanic classifications by the higher-level decisions made at the professional and management levels.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (Position assignments may vary.)	<b>BAND/ GRADE</b>
1.	Serves as a lead to subordinates by planning, scheduling, assigning and prioritizing work projects. Makes recommendations on employee leave requests and on probationary performance evaluations.	B2
2.	Assists Maintenance Operations with the planning and preparation of on-boarding for new maintenance team members including review of county department policies, use of equipment and employment expectations and requirements in conjunction with the ER&R Manager. Assists in cross training field staff.	B2
3.	Assists assigned team members with technical issues or advanced problems with given assignments. Assist workers with time entry and communication of department policies and procedures.	B2
4.	Coordinates purchase, maintenance and repair of equipment including scheduling and documenting preventive maintenance activities and towing of disabled vehicles.	B2
5.	Ensures work projects are completed and carried out in compliance with policies and procedures; interprets drawings and sketches to coordinate work; monitors crews and inspects job sites; gathers bids for outside services; inventories and orders equipment, tools, materials and supplies; completes and maintains records and logs for reports, service requests, worker hours and materials and equipment used; receives and responds to call out requests; contacts and coordinates projects with other districts, contractors and agencies; transports staff and materials to work sites; and unloads materials and supplies upon arrival.	B2
6.	Performs other duties as required.	

**Knowledge of:** (Position requirements at entry):

- Department / agency policies and procedures;
- Material management techniques;
- Automotive repair techniques;
- Welding techniques;
- Record keeping techniques;
- Equipment maintenance;

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- Wiring Diagrams and Diagnostic Troubleshooting;
- Safety precautions.

### **Skills:** (Position requirements at entry):

- Assigning and monitoring the work of subordinates;
- Interpreting automotive wiring and Diagnostic repair and maintenance;
- Welding
- Inventorying and ordering materials and supplies;
- Organizing staff, equipment and materials for work orders;
- Performing activities related to preventative maintenance and/or equipment repair;
- Operating vehicle equipment such as trucks, boom trucks, front-end loaders, backhoes, tow brooms, road sweeper, vacuum truck, sewer jets, forklifts, lowboys, road graders and rodding machines;
- Using two-way radios and other communication devices;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;

Communication, both oral and written, sufficient to exchange or convey information and to give and receive work direction.

### **Training and Experience:** (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and four (4) years mechanic troubleshooting and repair experience, including two years equivalent to Mechanic II in Yakima County; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### **Licensing Requirements:** (position requirements at entry):

- Valid State of Washington Driver's License with Commercial Driver's License with Airbrake and Tanker Endorsements; (no automatic restrictions)
- Valid State of Washington Flagger Certification required for County Road assignments within 30 days of hire.
- Successful completion of general employment verification.
- Consent for queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse to comply with Federal Regulations (49 CFR Part 382).

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. work in locked down facilities, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Heavy Work: Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Work is performed out in the field.

### **Classification History:**

New Class: 1/1/98

Revised: 1/1/99

Revised: 01/1/22

Revised: 12/11/22