

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION Rev May 2005	CLASS TITLE: AUTOMOTIVE MECHANIC CREW LEADER	CODE: 52134
	MAJOR AGENCIES: BCC (VARIOUS DEPARTMENTS)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Lead work at advanced level in the rolling equipment maintenance occupation requiring thorough knowledge of automotive and heavy-duty vehicle mechanics; under general direction assigns & reviews work of crew, performs skilled preventive and service mechanical maintenance of County-owned light and heavy duty vehicles and equipment, and performs related administrative functions.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Determines and prioritizes repairs needed for vehicles. Schedules repair work and assigns to and leads Automotive Mechanics I and II. Provides troubleshooting and guidance to others on repair assignments with follow-up to determine quality and completeness of work. Makes related independent decisions with little supervision. Maintains accurate and complete records, including work orders, repairs to and maintenance of vehicles and equipment, and parts used. Obtains product and price data for supervisor regarding equipment purchase alternatives.	<u>Knowledge of</u> 9a (Lead Work- work direction & training of repair crew) 10 (safety practices); <u>Skill in</u> 28 (skilled trade--automotive and heavy-duty vehicle mechanics), 29 (equipment operation--hand and power tools); <u>Ability to</u> 30j (interpret variety of instruction in written, oval, picture or schedule form), 30l (define problems, collect data, establish facts & draw valid conclusions), 31d (calculate fractions, decimals & percentages), 32i (complete routine forms), 32n (understand manuals & verbal instructions, technical in nature), 33b (sort items into categories according to established methods), 34b (work alone on most tasks), 34d (answer routine telephone inquires from public), 34f (handle sensitive inquiries from & contacts with officials & general public), 35c (demonstrate strength to lift up to 100 lbs. and demonstrate full range of motion for bending, stooping and lifting).
2	Replaces or repairs major operating parts of automobiles and light and heavy duty vehicles and service equipment. Performs periodic inspections and maintenance of vehicles in accordance with manufacturer's specifications. Orders and pick-up parts for use in vehicle repair. (Performs Related Duties As Required)	<u>Knowledge of</u> 9a,10; <u>Skill in</u> 28, 29; <u>Ability to</u> 30j, 30l, 31d, 32i, 32n, 33b, 34b, 35c. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS: Exposed to chemicals, toxic fumes, and fuels; failure or misuse of equipment could cause serious injury.	MINIMUM CLASS REQUIREMENTS: (Including License, if Any) Valid State of Ohio Driver License with acceptable driving record. Equivalent to high school diploma and 6 yrs. automotive equipment operation/maintenance experience which includes the use of welding (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must obtain State of Ohio Class A CDL with appropriate endorsements and pass D.O.T. exam within probationary period
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