

JOB DESCRIPTION

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205 Brueger Street, Wrangell, AK, 99929



Position	<i>Lead Fleet Mechanic</i>	Type	<i>Permanent/Full -Time</i>
Department	<i>Wrangell Municipal Light and Power</i>	Class	<i>Non-Exempt</i>
Supervisor	<i>Electrical Superintendent</i>	Salary	<i>Union /Grade # 23</i>

Summary

The Lead Fleet Mechanic exercises independent judgment, initiative and professional expertise in the day-to-day management and supervision of the Borough's Fleet Maintenance Shop.

This position coordinates and assigns work related to vehicle and equipment maintenance, rebuilding, and fabrication services. The Lead Fleet Mechanic performs a wide range of duties in the inspection, repair, overhaul, and maintenance of light- to heavy-duty automotive equipment public safety vehicles, construction and earthmoving equipment, portable powered tools and equipment, and other rolling stock.

This position works independently and collaboratively with others under the general supervision of the Electrical Superintendent and may assist other departments with special projects and season operations.

Distinguishing Career Features

The Lead Fleet Mechanic is the senior-level classification responsible for leading and performing all vehicle and equipment maintenance activities. This position provides leadership, mentorship and training to other operational staff and serves in a lead operational capacity.

The Lead Fleet Mechanic is distinguished from the Mechanic classification by responsibility for planning and assigning work, evaluating performance, resolving operational issues, and overseeing shop operations including inventory and procurement of equipment, parts and supplies.

Essential Duties and Responsibilities

This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Operates, inspects and maintains the Borough's vehicle and equipment fleet.



- Receives and evaluates work requests; assigns priorities and prepares preventative maintenance schedules.
- Assesses equipment and supply needs, obtains pricing and recommends purchases to the Electrical Superintendent.
- Supervises, schedules and trains subordinate mechanics and staff.
- Evaluates and implements employee training programs, shop safety program including OSHA compliance, inspection procedures and tool accountability systems.
- Identifies training needs and develops annual training plans for mechanics and welders; promotes continuous improvement of safety and environmental practices.
- Assists other Public Works crews in sewer, water, facilities and road maintenance repairs.
- Assists the Diesel Mechanic Groundman in monitoring the generator fleet.
- Assists the Electrical Superintendent in developing and managing Garage Department budgets and equipment replacement schedules.
- Plans, assigns, and monitors daily work activities; ensures timely, accurate, and safe completion of tasks.
- Evaluates and improves Garage Department methods, procedures and operations to enhance safety and efficiency.
- Verifies operator reports and conducts road tests diagnose equipment issues.
- Schedules, directs and supervises maintenance and repair work performed by subordinate staff.
- Provides hands-on training and mentorship recommending external training to subordinates as needed.
- Performs complex inspection, repairs, and maintenance of automotive and heavy equipment including tractors, trucks, specialized equipment, police vehicles, and construction equipment. Determines scope, type, and cost of repairs.
- Mounts, repairs, balances, and replaces tires. Installs and repairs tire chains.



- Diagnoses and repairs mechanical problems, including engines, transmissions, differentials, brakes, steering systems and drivetrains.
- Performs advanced electrical diagnostics and repairs using computer assisted diagnostics, multimeters, and manual diagnostic tools.
- Repairs and fabricates vehicle body components and structural elements performing welds, cuts, brazing and painting as required.
- Prepares requisitions and manages procurement of parts, fuel, lubricants, and supplies; maintains inventory and processes invoices.
- Assists departments in developing specifications for vehicles and equipment; coordinates procurement, delivery, licensing and registration of all vehicles and equipment.
- Maintains accurate records of repairs, maintenance, work orders, labor and materials.
- Assigns or personally responds to emergency breakdowns performing field repairs or coordinates equipment transport.
- Ensure safe operation of tools and equipment training subordinates in proper techniques and safety procedures. Participates in callouts or call-backs for emergencies or staffing needs.
- Performs confined space entry work as required and maintains necessary certifications.
- Complies with respirator requirements, including medical evaluations and annual fit testing.
- Assists other department crews as manpower needs arise.
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

- Advanced knowledge of maintenance and repair practices for gasoline, diesel, mechanical and electrical equipment.



- Principles of internal combustion engines, transmissions, differentials, hydraulics, air brakes, and related systems.
- Operating characteristics of machinery and vehicles used in construction and public safety operations.
- Use of hand and power tools and diagnostic equipment.
- Workplace safety practices and applicable regulations.
- Federal and state laws governing vehicle safety.
- Leadership and supervisory principles.
- Basic computer applications and mathematical and writing skills sufficient for technical reporting and measurements.
- Obtain various certifications and trainings.

Abilities

- Coordinate and perform journey-level maintenance and repair work.
- Diagnose and resolve complex mechanical and operational issues.
- Lead, supervise and evaluate staff and prioritize work assignments.
- Plan, prioritize, and schedule work to meet operational timelines.
- Interpret diagnostic data and technical documentation.
- Use tools needed to perform maintenance and repair tasks.
- Estimate labor, materials and equipment needs.
- Manage multiple tasks simultaneously.
- Maintain accurate records and follow safety procedures.
- Requires the ability to maintain applicable certifications.
- Communicate effectively with staff, vendors, contractors and the public.



- Adapt to changing situations and operational demands.

Physical Abilities

- Work in shop and field environments performing physically demanding tasks.
- Lift and carry materials up to 75 pounds.
- Visual acuity sufficient to read schematics and perform repairs.
- Hearing and speech sufficient for communication and equipment diagnostics.
- Stand, walk, use hands to finger, climb or balance, sit, stoop, kneel, crouch or crawl.

Education and Experience

- High school diploma or GED plus two years technical training in automotive maintenance and mechanical repair.
- Five (5) years of progressively responsible experience in maintenance and repair of automotive/diesel, heavy and light vehicles and equipment.
- The ability to clearly read, write, and speak English.
- Sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Equivalent combinations of education and experience will be considered.

Licenses and Certificates

- Valid Class A Commercial Driver's License and must be maintained.
- Certifications in brakes, electrical/electronic systems, engine performance, powertrain, suspension, and steering must be maintained.
- Employer covers cost of required certifications and renewals.

Working Conditions

Work is performed indoors and outdoors with exposure to physical labor, moving equipment, and extreme temperatures and noise. The position may involve exposure to wet or humid



conditions, fumes, airborne particles, hazardous chemicals, extreme heat, and risk of electrical shock. Noise levels are typically moderate to high.

I acknowledge that I have received and reviewed this job description. I understand the general duties, responsibilities, and qualifications of the position. I understand that this job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. I further understand that this job description is not intended to be a complete list of all responsibilities, duties, work steps, or skills required for the position, and that the employer may modify duties and responsibilities as needed.

Employee Signature

Date

