



## COUNTY OF NYE

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### **CLASS TITLE: LEAD AUTOMOTIVE MECHANIC**

#### **BASIC FUNCTION:**

Under general supervision, provides daily work direction to work crews engaged in Fleet Maintenance. This designation is distinguished by the absence of full supervisory authority and less administrative responsibility. Functions as a leader within the assigned area or job location and personally executes work directives.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Conducts maintenance and repairs of a large number of automobiles and light trucks, air compressors and other related and specialized mechanical and construction equipment.
2. Checks and inspects a variety of automotive, constructions and mechanical equipment to determine the nature of defects and failures.
3. Prepares and maintains records of work performed and prepares reports of repair work undertaken and costs of repair work.
4. Requests supply parts and equipment required in fleet maintenance and shop operations.
5. Reviews repair list, orders, time sheets and equipment reports, to determine the appropriate work action. Schedules maintenance of County vehicles.
6. Operates lathes, testing equipment, welding equipment, grinders, drill presses and hoists.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or journey work experience directly related to the duties and responsibility of the class.

#### **LICENSES:**

Valid Nevada driver's license appropriate for equipment to be operated.

#### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Automotive Mechanics

#### **CONTACTS:**

Supervisor, co-workers, and public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to continuous operation of equipment, driving for extended periods, lifting (moderate to heavy equipment and materials), climbing, bending and stretching.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Subject to construction and repair environment including dirt, dust, fumes, smoke, loud noises and moderate temperature variation.