



Title: Lead Mechanic
Department: Highway

FLSA Status: Non-Exempt
Updated: 11/2022

General Definition of Work

Performs intermediate work repairing and maintaining light and heavy equipment, oversees and manages highway department mechanic work, and related work as apparent or assigned. Work is performed under the limited supervision of Highway Maintenance Supervisor.

Supervision may be exercised over assigned personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Oversees all mechanic and fabrication work in shop area. Schedules repairs based on priority and severity. Researches and recommends repairs and replacements.
- Provides guidance and directs lower-level mechanic and operator staff on mechanical work; assists in training lower-level mechanic on complex diagnosis and equipment repairs. Inspects the mechanic and fabrication work of assigned personal.
- Diagnoses, maintains and repairs all equipment in the shops and in the field, inspects and certifies equipment to department of transportation specifications, maintains records in the computer system and schedules.
- Fabricates, modifies, prepares, assists in all equipment quotes and purchases equipment as needed. Approves, orders, and stocks parts, fluids and supplies; conducts pricing evaluations and maintains adequate inventories.
- Repairs and maintains Highway department buildings, including refueling stations, plumbing, shop equipment, and building storage.
- Operates a variety of heavy and light equipment, including snowplows, salt/sand trucks, motor graders, and all maintenance and construction equipment as needed to assist with various highway maintenance work.
- Organizes parts room and works with SDS and safety inspections and repairs. Assists with various highway maintenance work and building maintenance, as needed.



Knowledge, Skills and Abilities

Thorough knowledge of the methods, tools and equipment used in the repair of light and heavy maintenance equipment; thorough knowledge and skill in the use and operation of shop tools and machinery; ability to inspect, diagnose, and repair worn or broken equipment; ability to keep records of repairs and service operations and to make reports; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow and provide oral and written instructions accurately; ability to establish and maintain effective working relationships with associates.

Minimum Qualifications

Associate or Technical degree and extensive experience, or a combination of equivalent education and experience.

Special Qualifications

Minnesota Commercial Vehicle Inspection Certification.

CPR and First Aid Certification or ability to obtain within 6 months.

LP (Low Pressure) Boiler License within six months.

Valid commercial driver's license with Class A and Tanker endorsement, or the ability to obtain within six months of hire.

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for always periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Regular
Up to 50	Frequent
Up to 100	Occasional
100 or more	Occasional

Environmental Exposures	
Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Loud

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.