

POSTING IS REQUIRED

Classification Notice No. 1332

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: October 7, 2010
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Lead Heavy Equipment Mechanic (620-T).

The Fleet Divisions of Public Works and Denver International Airport requested the creation of a lead mechanic position to assist in the supervision of mechanics. The Fleet Divisions' operational schedules require three shifts over 365 days a year.

NEW CLASS

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade& Range</u>
CT2426	Lead Heavy Equipment Mechanic	620-T (\$43,026 - \$62,806)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday October 21, 2010 at 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, October 20, 2010**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 19, 2010**.



Career Service Authority

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Lead Heavy Equipment Mechanic

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance lead work over skilled mechanics and technicians engaged in the maintenance, repair, and overhaul of a wide variety of diesel, gasoline, electric, and alternative fuel powered equipment.

DISTINGUISHING CHARACTERISTICS

The Lead Heavy Equipment Mechanic is distinguished from the Heavy Equipment Mechanic by lead work duties and responsibilities such as assigning and approving work, determining work priorities, and participating in the performance evaluation processes. The Lead Heavy Equipment Mechanic is also distinguished from the Heavy Equipment Line Supervisor, which performs full performance level supervision over all mechanics.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs lead work over two or more employees involved in the maintenance and repair of equipment.

ESSENTIAL DUTIES

Performs lead work over skilled mechanics and technicians engaged in the inspection, diagnoses, repair, and maintenance of a wide variety of diesel, gasoline, electric, and alternative fuel powered equipment.

Tunes gasoline, diesel, and alternative fuel powered engines on light and heavy equipment utilizing diagnostic and calibration tools.

Completely overhauls gasoline, diesel, and alternative fuel powered engines and transmissions; i.e. replacing valves, gaskets, fuel systems, hydraulic components, cooling systems, clutches, differentials assemblies, drive units, auxiliary motors and pumps, steering systems and performs wheel alignments, to include body repair, etc.

Troubleshoots, maintains, and repairs electronic and electrical systems to include computers, batteries, alternators, electronically controlled engines, starters, wiring harnesses, regulators, relay switches, and other related electrical components.

Responsible for maintaining records and creation of reports pertaining to repair and maintenance of all equipment utilizing a Computer Maintenance Management System.

Conducts routine and annual inspection of vehicles and equipment and performs preventative maintenance.

Observes all common safety practices.

Assists in the training of employees.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations that may be cause for disciplinary action and provides that information to the supervisor.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Vehicle Maintenance – Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.

Mechanical – Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

Vehicle Operation – Knowledge of procedures for operating motor vehicles, including cars, trucks, or watercraft.

Electrical – Knowledge of electrical equipment, components, instruments, and systems, including their design, installation, testing, uses, repair, or maintenance.

Metal Processing and Metalworking – Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

Hazardous Materials – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Leadership – Influences, motivates, and challenges others; adapts leadership style to a variety of situations.

Teaching Others – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Physical Demands: (Physical demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.)

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: Making frequent movements with a part of the body.

Feeling: perceiving attributes of objects by means of skin receptors.

Lifting: raising or lowering an object of more than 50 pounds from one level to another.

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Climbing: ascending or descending objects usually with hands/feet.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposure to: hazards from elector/mechanical/power equipment.

Exposure to: toxic chemicals.

Exposure to: infections and contagious diseases.

Exposure to: cold temperatures, cold enough to cause bodily discomfort.

Exposure to: heat temperatures, hot enough to cause bodily discomfort.

Exposure to: temperature changes, variations in temperature from hot to cold.

Exposure to: frequent contact with water or other liquids.

Exposure to: humid conditions with high moisture content to cause bodily reactions.

Exposure to: atmospheric conditions that affect the skin or respiratory system.

Subject to: long irregular hours.

Subject to: many interruptions.
Subject to: varying and unprecedented situations.
Subject to: burns and cuts.
Subject to: injury from moving parts of equipment
Subject to: noise sufficient to cause distraction or possible hearing loss.
Subject to: vibrations and strain on the body to cause bodily harm if endured daily.
Subject to: hazardous conditions where there is a danger to life, body and/or health.
Subject to: hazards from flammable and explosive gases.
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

Education Requirement:

Graduation from high school, or possession of a GED Certificate.

Experience Requirement:

Three years of experience in the diagnosis, repair, and maintenance of gasoline, diesel, or alternative fuel powered systems, to include electronic and hydraulic systems, and transmission and engine overhauls.

Education/Experience Equivalency:

Satisfactory completion of an accredited automotive and diesel technician training program, plus one year of experience in the diagnosis, repair, and maintenance of gasoline, diesel, or alternative fuel powered heavy equipment may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Requires a Class-B Commercial Driver's License with appropriate endorsements.

Requires certification in airbrakes and refrigeration recovery and recycling from a qualified source approved by the Fleet Manager.

By position, requires a Class-A Commercial Driver's License with appropriate endorsements.

By position, requires a Master's Certification.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2010

ESTABLISHED BY: John Hoffman

REVISED DATE: New Class

REVISED BY:

N/A

CLASS HISTORY:

xx/2010 – This is a newly created class.