State of Washington Class Specification

EQUIPMENT TECHNICIAN LEAD

600L

**Definition**

Leads lower level ~~mechanics~~ technicians in an equipment and/or repair shop, performing inspections, diagnoses and major and minor mechanical repairs of all types of ~~heavy and/or~~ industrial/commercial equipment;

OR,

~~Provides supervision of an offender crew in heavy or commercial/industrial equipment repair, and performing all duties normally assigned to lower level equipment mechanics.~~

OR

Coordinates all region wide fleet operations within an agency or coordinate a major equipment fleet which exceeds 75 pieces of major equipment and/or vehicles. Responsible for maintaining a database of the vehicle fleet, maintaining individual vehicle files including purchases, maintenance and repair, monthly travel logs, credit card expenses and other pertinent information, monitoring usage, prepares fleet management reports, recommends service and repairs, assists Equipment Technician Supervisors in formulating budget~~,~~ and replacement schedules.

**Typical Work**

Ensures that safe workplace requirements are met and acceptable housekeeping standards are maintained; maintains/updates computerized equipment records; operates a specially equipped mechanic's truck out of a division or district shop and makes standard mechanical repairs and adjustments or improvises emergency repairs, including welding, in the field to all types of ~~highway~~ equipment and mechanical plant facilities;

L~~l~~eads, instructs, and participates in the inspection, diagnosis and making repairs to such mechanical equipment as passenger vehicles~~, power shovels, graders, dozers, heavy trucks and accessories, snow blowers, loaders, rollers, catch basin cleaners and all other state-owned equipment used in highway maintenance~~ and construction equipment;

A~~a~~nswers emergency call backs 24 hours a day;

O~~o~~perates computer test equipment such as lab scope and scanners to diagnose and repair computer controlled systems and on-board electronics;

I~~i~~nspects and/or road tests vehicle after completion of repairs;

P~~p~~rovides oral input to equipment supervisors for the purpose of evaluating the work performance of shop personnel;

H~~h~~andles storage and disposal of TEF generated hazardous waste;

U~~u~~ses a computer to update and maintain shop records;

P~~p~~erforms other related mechanical work as required;

May supervise lower level staff.

~~In a Department of Transportation Area Shop:~~

~~Plans, schedules and directs operations, maintenance, and repair activities; keeps records of expenditures, codes invoices and forwards to either district, regional, or area office for payment; makes preliminary determination whether TEF, maintenance, or engineering are responsible for the payment of repair costs; takes the lead in maintenance and proper use of area plant facilities and TEF equipment, vehicles, tools, materials and supplies; assesses equipment accident damages, gathers repair estimates, and with approval, awards repair work to lowest qualifying bidder; with concurrence of equipment superintendent, designs, modifies and fabricates accessories and attachments for new equipment; provides input to equipment superintendent to determine if vehicle should be repaired or replaced;~~

~~May supervise lower level staff.~~

In a Department of Transportation Regional Shop:

Coordinates equipment compliance, preparation, repair, and disposal; works as lead to ensure quality and expertise in equipment repair operations; performs equipment mechanic duties and also works as assistant to the equipment supervisor; assists in the initiation, preparation, and maintenance of equipment records; works as a liaison between parts and shop personnel; acts in the absence of the equipment supervisor; provides input to equipment supervisor to determine if vehicle should be repaired or replaced;

Interviews department managers and users to analyze department equipment needs, utilization and operation; considers cost factors, replacement schedules, availability and modification requirements to advise ~~Region/Division~~ Managers of equipment suitability and alternatives; prepares detailed bid specifications for all classes of equipment, through cooperation and negotiation with others~~Regions and Divisions~~; represents agency when dealing with Office of State Procurement concerning mandatory use contracts for purchase of new automotive, heavy and industrial/commercial equipment; arranges for demonstration and testing of new and/or specialized equipment to analyze potential for meeting department needs and requirements; assists equipment services assistant manager or equipment superintendent with formulating equipment replacement plans and monitoring expenditures to ensure compliance with allocated funds; approves purchase requisitions for procurement of new and replacement vehicles, heavy, industrial/commercial~~/industrial~~ and specialized equipment; authorizes, writes specifications, negotiates and monitors agreements for major equipment repairs that exceed ~~Region/Division~~ the $3000 limitation; conducts analysis of equipment rebuild versus replacement; negotiates specifications, warranty and price with vendors; implements the decisions and follows up with contract compliance; develops and implements equipment operator maintenance and repair policies; monitors agency policy compliance and reports need for corrective action to equipment services assistant manager or equipment superintendent; studies equipment operation and maintenance reports; may prepare and deliver or recommend training presentations for equipment operators and maintenance personnel; may prepare and deliver or recommend training presentations for equipment operators and maintenance personnel;

Assists in the development of long range plans, policies, and procedures for a Statewide motor vehicle maintenance program; evaluates requirements and determines necessary resources, including facilities, tools and equipment, personnel and dollar costs, to effectively support the State motor vehicle maintenance program; assists in the development and preparation of the division budget estimates for all costs associated with administration and maintenance; assists in the update of the automated program; analyzes vehicle maintenance reports, and monitors a motor vehicle preventive maintenance program; reviews requirements, develops cost studies, and recommends the most economical and effective policies for motor vehicle contract maintenance with other State agencies and private firms for the repair and maintenance of motor vehicles; conducts studies and develops standards for the identification and disposal of motor vehicles based on maintenance costs, operating costs, and depreciation; evaluates workload status and maintenance delays; reviews scheduling and management practices to determine most economical and efficient maintenance procedures; conducts staff visits to State Motor Pools; discusses and explains maintenance policies; coordinates maintenance policies with other State agencies; reviews motor vehicle manufacturers' maintenance recommendations; conducts research in technical journals and motor vehicle fleet management publications;

Assigns duties to equipment operators, auto mechanics, and equipment service attendants; establishes pickup, delivery, and hauling schedules; establishes, schedules, and supervises maintenance and servicing of vehicles; establishes inspection schedules and inspects vehicles; maintains records; instructs employees, patients, residents, or students in operation, servicing and maintenance of motorized equipment; recommends replacement or disposal of vehicles or equipment when conditions warrant; supervises preparation of used vehicles for public sales and processes new vehicles into fleet; maintains stock of replacement parts and other automotive supplies; monitors submittal of accident reports; obtains repair estimates and schedules vehicles for repair as necessary; maintains service records on all fleet vehicles;

Install, adjust, and service and repair automatic washing machines, electric and gas automatic dryers, ranges, and heating devices; maintain and repair refrigerators, automatic floor machines, including carpet cleaning machines, floor scrubbers, vacuum cleaners, and related equipment; review manufacturer's literature, conduct proof of performance tests and recommend equipment purchases; maintain service records, equipment inventories, and stock of spare parts; collect money form coin-operated laundry equipment;

May supervise lower level staff.

**Legal Requirement(s)**

There may be instances where individual positions must have additional licenses or certification.  It is the employer’s responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications**

High school graduation or possession of a GED certificate and two years of experience as a journey-level mechanic repairing ~~heavy duty or~~ industrial/commercial~~/industrial~~ equipment. A valid driver's license is required.

Some positions require three years of experience in appliance repair or related mechanical work. Trade or technical school training in appliance or related repair work may be substituted year-for-year for up to two years of the work experience. Possession of a valid motor vehicle operator's license may be required. Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Some positions require a ~~Class A~~ Commercial Driver's License (CDL)~~, with endorsement "N"~~ within the first six months of employment.

Some positions require a Bachelor's degree in business administration, transportation, or related field and ~~two~~ three years of experience in maintenance and repair or operation of automotive~~, heavy,~~ and/or industrial/commercial equipment fleet or three years of managerial or administrative experience in operating an automotive~~, heavy~~ and/or industrial/commercial vehicles or equipment fleet.  Dispatching skills may be required for some positions.  Additional qualifying experience will substitute, year for year, for education.

**Class Specification History**

New class, consolidated 5311 Appliance Mechanic II, 71520 Equipment Analyst 2, 71600, Equipment Mechanic 2, 08620 Fleet Operations Coordinator, 72160 Motor Vehicle Maintenance Coordinator; adopted January 1, 2006.   
Revise class. General revision, deletes class concept; adopted May 10, 2007, effective July 1, 2007  
Revise definition and title (formerly Equipment Technician 4); adopted May 10, 2012, effective May 11, 2012.  
Base range salary adjustment adopted 6/30/2017, effective 7/1/2017; 49G to 51G.

Revised definition, typical work and desirable qualifications; adopted June 30, 2019, effective July 1, 2019.