



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Lead Mechanic/Welder
DEPARTMENT: Public Works
DIVISION: Fleet
SUPERVISED BY: Chief Mechanic or Director of Public Works

JOB SUMMARY/OVERVIEW OF THE POSITION: The Lead Mechanic is a skilled and experienced journey-level position responsible for performing and coordinating the repair, service, and preventive maintenance of City vehicles, equipment, and rolling stock. This position serves as a working lead, assisting the Chief Mechanic by guiding shop staff, assigning daily tasks, and ensuring work quality and safety. Duties include performing complex diagnostic and repair work, welding and fabrication of parts or components, mentoring mechanics, and maintaining proper use of tools, equipment, and shop resources. The Lead Mechanic ensures compliance with maintenance schedules to maximize equipment availability and reliability. May be called upon to respond to after-hours emergencies, and may be assigned nights, weekends, or holiday work. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Perform and/or oversee inspection, preventive maintenance, diagnostics, and repairs on City vehicles, light/heavy equipment, and small engines.
- Serve as working lead for shop staff, assigning and reviewing work, training less-experienced mechanics, and assisting with complex repair tasks.
- Diagnose and repair engine, hydraulic, electrical, transmission, and brake systems.
- Ensure safety procedures are followed in the repair shop and during field service calls.
- Maintain accurate records of maintenance, repairs, and parts used.
- Assist in scheduling and prioritizing work orders to ensure timely completion of projects.
- Provide technical advice to staff and make recommendations to the Chief Mechanic regarding repair methods, replacement needs, or equipment status.
- Oversee use and care of shop tools, equipment, and inventories.
- Report unsafe, abusive, or non-cost-effective equipment conditions.
- Secure quotes for parts, equipment, and services in line with purchasing policies while adhering to budget.
- Assist with procurement of parts and supplies in accordance with City purchasing policies.
- Support departmental goals and ensure compliance with regulatory and safety requirements.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, methods, materials, and practices of modern fleet maintenance and repair.

- Strong skills in troubleshooting and diagnosing issues with light-duty and heavy-duty equipment, including gas, diesel, and hydraulic systems.
- Knowledge of occupational hazards and safe work practices in automotive and equipment repair.
- Ability to act as lead worker, assigning and guiding the work of others.
- Ability to participate in and complete major repair projects independently.
- Skill in the use of specialized diagnostic and repair tools.
- Ability to maintain clear records, prepare simple reports, and communicate effectively.
- Ability to establish and maintain cooperative working relationships with coworkers, supervisors, and vendors.
- Ability to work efficiently under pressure and within deadlines.
- Commitment to safety, teamwork, and high-quality work standards.

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs. Sufficient education to read and understand technical material and prepare simple written reports and enter data electronically into the City's fleet management system.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED required.
- Vocational or technical training in automotive, diesel, or heavy equipment mechanics preferred.
- Welding certification or demonstrated welding experience strongly preferred.
- Three (3) years' progressively responsible experience in automotive, truck, and/or heavy equipment repair, including use of diagnostic equipment.
- At least one (1) year of experience in a lead or mentoring role is preferred.
- Formal training in diesel, hydraulic, or electrical systems is desirable.
- ASE Certifications or vocational/technical training in equipment repair preferred.

LICENSES & CERTIFICATIONS:

- Valid Florida Driver's License.
- Florida CDL Class "B" (or ability to obtain within six (6) months of hire).
- ASE Master Technician certification required within 6 months.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale