



Office of Human Resources  
Asphalt Plant Mechanic Lead – CJ3356  
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### General Statement of Duties

Performs regularly assigned lead work over Asphalt Plant Mechanics, technicians and Equipment Operators engaged in the inspection diagnosis, repair, maintenance and operation of the plant, crusher, snow material conveyors, and equipment.

### Distinguishing Characteristics

The Asphalt Plant Mechanic Lead is distinguished from the Asphalt Plant Mechanic which performs skilled journey level work in the maintenance and repair of asphalt plant equipment. It also distinguished from the Crew Lead who performs regularly assigned lead work over a crew in the field that is involved in the construction, repair, and maintenance of City facilities, infrastructure, or equipment including city streets, sewer and storm drains, golf courses, parks, airport structures, or traffic devices.

### Essential Duties

Perform lead work over plant mechanics, technicians and operators engaged in the inspection, diagnosis, repair, maintenance and operation of the plant, crusher, snow material conveyors, and other equipment.

Diagnose, repair, and rebuild all asphalt plant and crusher systems including baghouse/cyclone, dryer/drum mixer, conveyors, control room, emissions controls, burners, scale load cell, crusher impactor, scalper screen and all other components using standard and specialized equipment, cranes, hoists and diagnostic tools.

Fabricate, weld, and repair parts using standard ARC and MIG welding techniques and tools which includes design and installation of specialized equipment and mounting systems.

Writes work orders for repairs with good descriptions to provide for efficient workflow. Manages and tracks assigned work orders for equipment repairs and maintains documentation, records, and reports through Computerized Maintenance Management System.

Identify and coordinate parts needs with scheduled maintenance to assist in ensuring parts availability and provides input to annual parts budget process.

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

By position, may be required to be on-call to address emergent needs.

Provides work instruction and assists employees with difficult and/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 which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned.

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

### **Competencies**

**Accountability** - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

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

**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.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

### **Knowledge & Skills**

Knowledge of asphalt plant repair and RAP crusher repair and operation.

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

Knowledge of procedures for operating motor vehicles, including cars, trucks, heavy equipment.

Knowledge of electrical systems including design, components, instruments, installation, testing, uses, repair, and maintenance.

Knowledge of hydraulic systems and components, including their design, installation, testing, uses, repair, and maintenance.

Knowledge of Computerized Maintenance Management System (CMMS).

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

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

### **Level of Supervision Exercised**

Performs permanently assigned lead work over Asphalt Plant Mechanics, technicians and Equipment Operators.

### **Education Requirement**

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

**Experience Requirement**

Five (5) years' experience in the maintenance and repair of asphalt plant equipment or related equipment.

**Education and Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure and/or Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to hazardous chemicals.  
Potential exposure infections and contagious diseases.  
Subject to hazards of flammable, explosive gases.  
Potential exposure to cold weather conditions (indoor/outdoor).  
Potential exposure to housekeeping/cleaning agents/chemicals.  
Potential exposure to hazards from electrical/mechanical/power equipment.  
Potential exposure to hazards of steam and heat.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Subject to burns and cuts.  
Subject to electrical and radiant energy hazards.  
Subject to injury from moving parts of equipment or vehicles.  
Subject to many interruptions.

**Level of Physical Demands**

4-Heavy Work (50 - 100 lbs.)

**Physical Demands**

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Color vision: Ability to distinguish and identify different colors.  
Crawling: Moving about in a low or crouched position.  
Crouching: Positioning body downward and forward.  
Depth Perception: Ability to judge distances and space relationships.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 100 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon on object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another

### Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

### Assessment Requirement

None.

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: NE-16**

**FLSA Code: N**

**Established Date: 10/30/2022**

**Established By: AD**

**Revised Date: 8/25/2024**

**Revised By: AD**

**Class History: 10/30/22 - This is a new classification; 8/25/24 – Revised pay grade per CN1826.**