

**PUBLIC WORKS/SHOP****AUTOMOTIVE MECHANIC****JOB DESCRIPTION**

A RESPONSIBLE POSITION REQUIRING TECHNICAL AND MECHANICAL SKILLS TO PERFORM REPAIRS, MAINTENANCE, OVERHAULS AND SERVICE OF AUTOMOTIVE, DIESEL, AND OTHER EQUIPMENT. UNDER THE DIRECT SUPERVISION OF THE SHOP SUPERINTENDENT.

**PRINCIPLE DUTIES**

- PERFORMS ROUTINE REPAIRS, REPLACEMENT AND MAINTENANCE ON ALL CITY AUTOMOTIVE AND OTHER MECHANICAL EQUIPMENT, INCLUDING AUTOMOBILES, TRUCKS, TRACTOR DRIVEN MACHINERY, LAWN MOWERS, AIR COMPRESSORS, GENERATORS, AND DIESEL EQUIPMENT.
- ABILITY TO MAKE ROUTINE ADJUSTMENTS AND MAINTENANCE OF HYDRAULIC SYSTEMS, INCLUDING BRAKES, CYLINDERS AND VALVES.
- REPAIRS AIR CONDITIONERS, REPAIRS AND REBUILDS CARBURETORS.
- REPLACES ENGINES, TRANSMISSIONS AND RADIATORS.
- MUST HAVE AND BE ABLE TO APPLY KNOWLEDGE OF THE CONSTRUCTION, ADJUSTMENT AND MAINTENANCE OF AUTOMOTIVE AND MECHANICAL EQUIPMENT LISTED ABOVE
- REQUIRES KNOWLEDGE OF AND ABILITY TO EMPLOY TOOLS USED IN MAINTENANCE AND REPAIR OF THE ABOVE LISTED EQUIPMENT.
- ABILITY TO DIAGNOSE MALFUNCTIONS OF AUTOMOTIVE AND OTHER EQUIPMENT.
- PRACTICE CITY AND DEPARTMENTAL SAFETY RULES AND REGULATIONS.
- OTHER DUTIES AS ASSIGNED FROM TIME TO TIME

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AUTOMOTIVE MECHANIC

**JOB QUALIFICATIONS**

- MUST BE AT LEAST 18 YEARS OF AGE.
- MINIMUM EDUCATION OF HIGH SCHOOL DIPLOMA OR EQUIVALENT AND SHOULD HAVE A TOTAL OF ONE TO THREE YEARS PREVIOUS EXPERIENCE AND/OR TRAINING IN AUTOMOTIVE REPAIR AND MAINTENANCE.
- GOOD ORAL AND WRITTEN COMMUNICATION SKILLS AND BASIC UNDERSTANDING OF GENERAL MATH.
- COMPLETE CITY EMPLOYMENT APPLICATION.
- PASS BACKGROUND CHECK INCLUDING PERSONAL AND PREVIOUS EMPLOYMENT REFERENCES, CRIMINAL HISTORY AND MVR CHECK.
- PASS JOB-RELATED PHYSICAL EXAMINATION (SEE PHYSICAL DEMANDS AND EXPOSURES ATTACHED)
- POSSESS VALID APPLICABLE GEORGIA DRIVERS LICENSE WITH A CLEAN DRIVING RECORD. CDL NOT REQUIRED UPON EMPLOYMENT, BUT MUST HAVE ABILITY TO OBTAIN A COMMERCIAL DRIVERS LICENSE ACCORDING TO THE REQUIREMENTS OF THE STATE OF GEORGIA.
- MUST BE ABLE TO WORK SCHEDULED DEPARTMENT HOURS AND OVERTIME IF REQUIRED.

**DESIRED JOB CHARACTERISTICS**

- DEPENDABLE AND PUNCTUAL WITH EXCELLENT ATTENDANCE BACKGROUND.
- NEAT AND CLEAN IN APPEARANCE.
- MUST BE ABLE TO PERFORM ARDUOUS TASKS FREQUENTLY UNDER STRENUOUS, ADVERSE CONDITIONS.
- ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH OTHER EMPLOYEES AND SUPERVISORS.

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SIGNATURE

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DATE

JD | PW.SHOP.AUTOMOTIVE MECHANIC

REVISED	10/21/93								
REVIEWED	04/07								

JOB TITLE	AUTOMOTIVE MECHANIC	APPTRAK
EEO CLASS	07	APPTRAK
DIVISION	OPERATIVE	APPTRAK
EEO CLASS#	7	ABRA
EEO CLASS	SKILLED CRAFT	ABRA
EEO4	OTHER	ABRA
<b>GRADE</b>	<b>12</b>	<b>ABRA</b>