



## **Mechanic**

Public Works - Fleet

PW-FLT/3

### **JOB SUMMARY**

This position is responsible for participating in the maintenance and repair of the city's vehicle and equipment fleet.

### **MAJOR DUTIES**

- Operates city vehicles, trucks, and equipment as required for daily operations, transport, and diagnosis and repair.
- Performs engine diagnostic procedures to identify and repair malfunctions.
- Performs preventative maintenance on city vehicles and equipment in accordance with maintenance schedules; changes oil and filters; rotates, replaces, and aligns tires; replaces batteries.
- Repairs, services, and maintains vehicle and equipment mechanical, electrical, hydraulic, brake, HVAC, cooling, and other systems.
- Performs corrective and preventative maintenance on a variety of heavy equipment and vehicles.
- Fabricates parts and makes welding repairs and modifications.
- Operates a variety of diagnostic and other shop equipment, including automotive lifts and jacks, tire changing and balancing equipment, etc.
- Orders and procures parts; inspects parts for accuracy and condition.
- Completes computer-based work orders; verifies work orders for accuracy.
- Maintains and repairs shop tools and equipment.
- Makes field repairs as needed.
- Responds to after-hours emergencies.
- Keeps and clean and organized shop.
- Updates maintenance records, including records supplies and materials used.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the methods, tools, and equipment utilized in the diagnosis, repair, and maintenance of a wide variety of vehicles and equipment.
- Knowledge of department and city policies and procedures, and relevant federal, state, and local laws and regulations.
- Knowledge of work safety principles.
- Knowledge of inventory management principles.
- Skill in the operation of a variety of vehicles and equipment.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Assistant Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include manufacturer maintenance and repair manuals and city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related vehicle and equipment maintenance and repair duties. The variety of equipment to be maintained contributes to the complexity of the work.
- The purpose of this position is to repair and maintain city vehicles and equipment. Successful performance helps ensure the provision of safe and well-maintained vehicles for a variety of city operations.

## CONTACTS

- Contacts are typically with co-workers, vendors, dealers, and other city employees.
- Contacts are typically to exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a garage, stockroom, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.