

<b>JOB TITLE</b>	<b>DATE</b>
Automotive Mechanic	July 29, 1999
<b>DEPARTMENT</b>	<b>COMPARABLE WORTH RATING</b>
Sanitation	56 - 59

**REPORTS TO** – Sanitation/Streets & Alley Foreman, Lead Mechanic

**SCOPE OF POSITION:**

Primary Job Duties: To repair and maintain all city vehicles, machinery, and mechanical equipment.

Work environment: Primary indoors, occasional outdoors, all weather conditions maintenance shop environment, solvent, lubricants, cleaners, and welding equipment.

Supervision Received: Sanitation Superintendent, Lead Automotive Mechanic

Supervision Exercised: None

**PERFORMANCE RESPONSIBILITIES:**

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Sanitation Superintendent.

- Receive instructions from supervision.
- Interpret prints or sketches.
- Plan and perform work requiring knowledge of gasoline and diesel engines and auxiliary and mechanical equipment.
- Remove, dismantle, overhaul engines, differentials, clutches, transmissions, steering, brakes, and hydraulic systems. Install pistons, rings, valves, and bearings. Repair pumps, compressors, mixers, screen plant, vibrators, chipper, etc.
- Inspect and repair improper function of gas, diesel, and mechanical equipment. Perform trouble shooting.
- Diagnose problems with hydraulic systems that are controlled by air, electric, or manual systems.
- Adjust repairs and replace generators, alternators, starters, electronic ignition systems, and oil lights on mobile equipment.
- Change rollers, blades, etc.
- Make simple and rough repairs to cabs, body, boxes, and chassis.
- Perform maintenance welding as directed, including fabricating and repairs.
- Cut and burn as required.
- Keep area in clean and orderly condition.
- All other duties as assigned.


**KNOWLEDGE, SKILLS, ABILITIES:**

- Performs work requiring knowledge of mechanical and electrical principles.
- Reason through and plan work in trouble shooting and repairing internal combustion engines.
- Use mechanic’s hand tools in repairing internal combustion engines and trucks, tractors, etc. involving close tolerances.
- Perform work and repairs on automatic transmissions including all passenger cars, trucks, and heavy equipment.
- Perform work requiring knowledge of electronic fuel injection systems and anti-lock brakes systems.
- Use scan tools (engine analyzer) to diagnose problems with electronic injection systems, anti-lock brake systems, and air-bag systems.
- Install and service emergency equipment on Police, Fire, and Ambulance vehicles.
- Use close attention for majority of shift in repairing and assembling of parts and units and to determine nature of repairs needed.
- Random drug testing.
- Some attention and care required to prevent damage to tools such as gauges, hand tools, etc.
- Perform tradesman and shop maintenance work
- Must have knowledge of D.O.T. rules, regulations, and inspections.
- Moderate physical exertion and handling materials up to 55 pounds. Bending and working in awkward positions.

**MINIMUM QUALIFICATIONS:**

- High School diploma, or equivalent
- Three (3) years of experience as maintenance mechanic, and/or
- Two (2) years of accredited schooling in the Automotive or Diesel Field and two (2) years related work experience.
- Class “B” CDL Driver’s License.
- Must pass a basic skills test for mechanics.

**REVIEWED AND APPROVED BY:**

  
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Staff Representative –AFSCME

4/10/13  
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Date

  
\_\_\_\_\_  
City Administrator

4-10-13  
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Date