



CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: AUTO MECHANIC	DEPARTMENT: CENTRAL GARAGE
REPORTS TO: AUTO SHOP SUPERVISOR	CLASSIFICATION: GRADE 10
FLSA STATUS: NON-EXEMPT	DATE: 3/2012 (REVISED)

NATURE OF WORK

This is skilled work in the maintenance and repair of municipal automotive equipment. Work involves performing skilled mechanical repair work of a journeyman level on equipment assigned to various city departments; assignments are given orally by the supervisor with a description of the work to be performed and schedule to be followed. Employees in this class work with considerable technical independence; however, a supervisor is usually available on more difficult problems. Work is reviewed in progress and upon completion for quality of results obtained.

EXAMPLES OF WORK

Repairs, overhauls, replaces and rebuilds engines on automobiles, trucks and other light and heavy motorized equipment as assigned.

Repairs, overhauls and adjusts transmission, brake systems, clutches, differentials, front and rear axles and hydraulic systems; adjusts and relines brakes.

Performs some welding work with gas or electric torches; spray paints vehicles and equipment.

Times camshaft and ignition; check and repairs ignition and electrical systems; tunes vehicles using hand, power and electronic tools.

Responds to emergency road calls to repair disabled city equipment; keeps records of repairs made; gases up vehicles and equipment and changes oil.

Performs related work as required.

MINIMUM QUALIFICATIONS OF WORK

Considerable experience in automotive mechanic repair work involving light and heavy diesel and gasoline powered equipment; graduation from high school (or the equivalent), preferably supplemented by completion of diesel and equipment maintenance training; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Considerable knowledge of the methods, materials, tools and technique used in the maintenance and repair of light and heavy duty diesel and gasoline powered equipment and tools.

Considerable knowledge of the operating principles, capacities, and servicing requirements of assigned automotive equipment and tools.

Considerable knowledge of related occupational hazards and safety precautions.

Knowledge of mechanical trades work involving welding, burning and metal fabrication and parts construction work.

Ability to adapt standard and available tools and equipment to a variety of equipment and mechanical repairs.

Ability to diagnose engine and motor deficiencies.

Ability to operate all assigned mobile and power equipment and tools, sufficient to test and check out repairs.

Skill in the use and care of hand and machine tools used in automotive repairs and adjustments.

Must possess sufficient physical strength and agility to work in awkward positions while performing automotive and construction equipment repairs. (Working under vehicles, in engine compartment, etc. and other awkward locations.)

Must possess sufficient physical strength and agility to effectively operate, use, and otherwise manipulate a variety of hand and power tools used in automotive and equipment repair.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SPECIAL REQUIREMENT

Must have a valid Virginia Commercial Driver's License, or be able to obtain one within 90 days of employment.

Must have a valid Virginia Certified Safety Inspections License or be able to obtain one within 24 months of employment.