

# AUTOMOTIVE MECHANIC

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Position Code: 1411

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 347

Location: Public Services

Approval Date: 2018

## **General Statement of Duties**

Performs responsible skilled work in maintaining and repairing vehicles and light equipment at the municipal garage.

## **Distinguishing Features of the Class**

An employee in this class is responsible for servicing, replacing parts, repairs, and preventative maintenance on vehicles and small equipment. The employee also performs advanced mechanical and electrical diagnostic and repairs. Work includes checking fluid levels, changing fluids, installing batteries, changing and repairing tires, fuses, fan belts and other parts, and work area clean. The employee is subject to hazards associated with mechanical repairs including working in both inside and outside environments, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, and oils. Work is performed under the regular supervision and is evaluated by observation and on the basis of operational efficiency of equipment serviced.

## **Duties and Responsibilities**

Maintains and repairs vehicles and small engine equipment.

Maintains a clean work area.

Trouble shoots electrical problems including reflashing modules.

Operates a variety of tools and equipment including air compressors, jacks, tire changers, tire balancer, diagnostic tools and scanners, meters, gauges, and others.

Adheres to all safety procedures and policies of the department.

Performs related duties as assigned

Performs NC Inspection

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Advanced knowledge of the greasing and lubrication requirements of vehicles and equipment.

Advanced knowledge of the occupational hazards and related safety precautions surrounding mechanical work.

Advanced Knowledge of complex mechanical and electrical parts of automotive vehicles and light duty trucks.

Advanced knowledge of the methods and tools used in equipment repair work.

Skill in the use of mechanical tools and equipment employed in repair and servicing work.

Ability to drive a variety of motorized vehicles and small equipment.

Ability to understand and follow instructions.

Ability to communicate clearly and concisely, both orally and writing.

Ability to maintain a clean and organized garage area.

Ability to establish and maintain effective and cooperative working relationships with those contacted with in the course of work.

Knowledge of the use of scanner and other electronic tools used to diagnose electrical problems.

Perform other duties as assigned.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, assembly, and fabrication of parts.

## **Minimum Education and Experience**

An technical or trade school Degree and two years of related experience; or a High School Diploma or GED and four to six years of related experience; or an equivalent combination of education and experience.

## **Special Requirement**

Possession of a valid North Carolina driver's license.

Ability to obtain within a year and maintain thereafter:

- ASE Certification
- NC Safety & Emission Certification