

February 8, 2019

**VACANCY ANNOUNCEMENT  
PROMOTION/TRANSFER**

**VACANCY:** Automotive Mechanic – Central Garage  
Full Time – 40-hour Work Week

**SALARY:** 34I \$30.16 to \$38.58 pr. hr. (hired before 7/1/09)  
\$30.16 to \$37.82 pr. hr. (hired after 7/1/09)  
Full Time – 40 Hour work Week

**NATURE OF WORK:** PLEASE READ THE ATTACHED JOB DESCRIPTION

**QUALIFICATIONS:** High school graduate or equivalent. A minimum of five (5) years experience in gas and diesel automotive, truck and heavy equipment repair. Federal air conditioning certification and a commercial drivers license Class B are required. Or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

**HOW TO APPLY:** Applications for Promotion/Transfer are available in the Personnel Department, City Hall, Room #235. Office hours are Monday through Friday 8:00 A.M. to 5:00 P.M.

**LAST DATE TO APPLY:** Friday, February 15, 2019.

## **Automotive Mechanic**

### **General Statement of Duties:**

This is skilled mechanical work in the maintenance, repair and painting of gasoline and diesel powered automotive and related equipment.

Work Involves responsibility for the performance of skilled tasks in the repair and maintenance of automobiles, heavy duty trucks, fire emergency vehicles, tractors, graders, bulldozers, and other standard and special automotive equipment in accordance with standard trade practices. Duties include welding and fabrication of parts or other duties relating to the upkeep of automotive equipment. Employees work under general supervision, using independent judgment as to the method of repair after receiving oral Instructions or written work orders. A supervisor may check work during repair or test run equipment after work is completed to assure that repairs and workmanship meet acceptable standards.

### **Supervision Received:**

Work is performed under the general supervision of the Garage Supervisor.

### **Supervision Exercised:**

None.

### **Illustrative Duties:**

Perform general overhaul and repair work on automobiles, light and heavy duty trucks, fire emergency vehicles, police vehicles, graders, bulldozers, loaders, and other equipment.

Test, Inspects, adjusts, and replaces necessary units and related parts including valves, pistons, main bearing and assemblies, cooling system, fuel and exhaust systems and hydraulic systems.

Test, inspects, repairs, overhauls and assembles automotive electrical equipment such as generators, distributors, alternators, magnetos, starters, and Wiring harnesses. Install 2-way radios to all vehicles and install and diagnose emergency lighting and sirens.

Repairs, relines and overhauls brakes: this includes ABS, air and hydraulic braking systems, machine drums and rotors.

Troubleshoot and repair all standard and computerized ignitions, and fuel injection systems on gas and diesel engines using computerized test equipment.

Overhauls and repairs transmissions, differentials, front and rear axle assemblies on standard or rack and pinion steering systems and front and rear wheel drive vehicles.

Diagnose and repairs all types of hydraulically operated cylinders.

Remove dents, straightens bent and damaged body sections or replaces damaged sections with new panels; putty sands, applies primer coat and paints repaired surfaces.

Acts as equipment operator when needed: operates graders, trucks and other equipment in public works operations.

Acts as Fire Department Mechanic when coverage is needed.

## **Automotive Mechanic**

### **Illustrative Duties: (cont.)**

Acts as Police Department Mechanic when coverage is needed.

Performs related work as required.

### **Minimum Qualifications:**

None.

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

Considerable knowledge of the standard practices, tools and equipment of the automotive mechanic and welding trades.

Considerable knowledge of the operating principles of gasoline and diesel engines, and of mechanical repair of light and heavy trucks, automotive, construction, and fire emergency equipment.

Considerable knowledge of the occupational hazards and safety precautions of the work.

Good knowledge of standard practices and equipment of automotive body repair work and of the methods and practices of auto painting.

Ability to diagnose defects in automotive equipment.

Ability to fabricate tools and parts for use in repairing specific problems.

### **Experience and Training:**

High school graduate or the equivalent. A minimum of five (5) years experience in gas and diesel automotive, truck, and heavy equipment repair. Federal air conditioning certification and a commercial drivers license Class B are required. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it Intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.