

**Title:** Automotive Mechanic I  
**PG:** 38  
**Status:** Civil Service  
**Position Reports to:** Automotive Shop Foreman  
**Department:** Public Works/Fleet Management

**Class Code:** 7002  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is semi-skilled manual work performing routine preventive maintenance and minor repairs to City automotive equipment. Work involves responsibility for completing scheduled preventive maintenance services, tire repair and replacement and related automotive duties. Employees in this class also assist with housekeeping duties and obtaining parts from various vendors. Work is performed under direct supervision and is reviewed through inspection of work upon completion.

### **ESSENTIAL FUNCTIONS:**

1. Completes preventive maintenance services on vehicles selected by the Shop Foreman following the preventive maintenance checklist.
2. Completes assigned repairs and assists skilled mechanics with major repairs on various types of motorized equipment.
3. Repairs or replaces tires as needed, documenting location on vehicle of tires serviced and completing tire worksheet detailing quantity used and manufacturers part number.
4. Picks up automotive parts and equipment as needed.
5. Completes a mechanic's worksheet for each vehicle detailing, description of service or repair, repair code, time requirement, shop parts and fluids used. Records current meter reading, hours or miles.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of garage shop practices, techniques, methods and tools used in maintenance and repair of automotive equipment.
2. Some knowledge of the occupational hazards and necessary safety precautions related to the automotive and equipment repair trade.
3. Developing skills in the use of tools and the operation of machines and equipment commonly used in the automotive mechanic's trade.
4. Ability to perform routine tasks in servicing automotive equipment.
5. Ability to read and comprehend service and operating manuals written in the English language for various types of equipment and to apply that knowledge effectively in completing maintenance and repair tasks.
6. Ability to communicate effectively with co-workers and supervisors, to work cooperatively with other mechanics, and to maintain good working relationships with other City employees and the public.
7. Properly uses and returns to storage the City owned shop tools and manuals. Reports missing or broken tools to the Automotive Maintenance Coordinator.
8. Follows all occupational safety, health and environmental standards and helps maintain a safe and clean working environment.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires work that involves walking, bending, twisting or standing most of the time. Must be able to lift up to 50 lbs. on an on going basis.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

The job risks exposure to environmental hazards such as fumes, chemicals and refuse odors and debris.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. One (1) year of experience in general automotive maintenance.
3. Completion of, or current enrollment in, vocational automotive classes and mechanical ASE certifications are preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the forgoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida Class "A" Commercial driver's license with appropriate endorsements.
2. Must maintain a valid home telephone number.
3. Provides own basic hand tools, which are suitable for use on the City's motorized equipment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.