

Title: Automotive Mechanic III
PG: 47
Status: Civil Service
Position Reports to: Automotive Shop Foreman
Department: Public Works/Fleet Management

Class Code: 7004
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced journey level work involving the maintenance, diagnosis and repair of automobiles, light, medium and heavy-duty trucks, aerial bucket trucks, tractors, loaders, graders, sweepers, compressors and other equipment. Work involves the responsibility for inspection, evaluation and repairing the mechanical conditions of all types of motorized equipment. This shall include final road testing (when applicable) to insure accuracy of work performed. A superior quality of work is expected, with the employee using factory manuals as a basis for proper repair techniques. Work is performed under general supervision and reviewed on the basis of results achieved.

ESSENTIAL FUNCTIONS:

1. Completes diagnosis of failed components to find reason for failure before ordering parts or tearing down of equipment. This is to reduce the possibility of ordering unneeded parts, the risk of a shop comeback and excessive overall down time.
2. Checks with foreman for manufacturer's warranty expiration, time and mileage. Receives authorization from shop foreman for major repairs and checks history for previous repairs to avoid duplicate part charges in the event of a second repair.
3. Places parts order for required replacement items after a thorough diagnosis. Matches failed part (when possible) with replacement, before installation, to insure the correct part was obtained.
4. Performs repairs to brake systems (air and hydraulic) electronic ignition systems, diesel and gas fuel injection systems, hydraulic systems, electrical systems, engines, transmissions and other automotive related items.
5. Performs preventive maintenance on all types of Fleet equipment following manufacturers' and Fleet Management checklists for the specific equipment being maintained.
6. Completes a mechanics worksheet for each vehicle detailing description of repair, repair code, time requirement, shop parts and fluids used. Record current meter reading, hours or miles.

ADDITIONAL RESPONSIBILITIES:

1. Fabricates specialized equipment.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the automotive repair trade gained through vocational and manufacturers schools, vendor seminars, on-the-job training and other methods.
2. Considerable knowledge of the occupational hazards, safety and environmental regulations, related to the automotive and equipment repair trade.
3. Skill in the use of tools and in the operation of machines and equipment commonly used in the automotive mechanic's trade, including computerized and electronic diagnostic equipment.
4. Ability to make inspections of automotive equipment for serviceability, diagnose problems, and to organize repair sequences in a logical and efficient manner.
5. Ability to properly uses and returns to storage the City owned shop tools and manuals. Reports missing or broken tools to the Automotive Maintenance Coordinator.
6. Ability to follow all occupational safety, health and environmental standards and helps maintain a safe and clean working environment.
7. Ability to perform oxyacetylene and electronic welding as required.
8. 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.

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9. 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.

WORKING ENVIRONMENT/CONDITIONS:

Requires heavy work that involves walking, bending, twisting or standing most of the time. Requires the ability to lift up to 50 lbs. on an ongoing basis.

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

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.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Four (4) years of experience in the repair and maintenance of automotive and large truck repair at the journeyman level.
3. Completion of automotive vocational 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 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.