

Title: Automotive Mechanic II
PG: 42
Status: Civil Service
Position Reports to: Automotive Shop Foreman
Department: Public Works/Fleet Management

Class Code: 7003
Date: 01/10

GENERAL DESCRIPTION OF CLASS:

This is journey level work involving the maintenance and repair of selected automotive equipment. Work involves performing skilled tasks in the maintenance and repair of automotive equipment. Employees in this class may work with an Automotive Mechanic III to gain additional knowledge of all Fleet Management equipment. A high quality of work is expected, with the employee using manufacturer's reference material as a basis for proper repair techniques and operation to ensure accuracy of work performed. Work is supervised and is quality control inspected during progress and upon completion.

ESSENTIAL FUNCTIONS:

1. Repairs, services, and performs preventive maintenance on City vehicles. Manufacturer's reference materials and Fleet Management checklists are used for the specific equipment being maintained.
2. Diagnoses and troubleshoots vehicle components and systems prior to performing repairs or ordering parts or materials.
3. Verifies manufacturer's warranty expiration, time, and mileage with shop foremen. Obtains shop foremen authorization prior to performing major or otherwise costly repairs. Conducts research on the maintenance history of subject vehicles prior to performing major repairs.
4. Orders parts and materials for required repairs after thorough diagnosis. Physically verifies receipt of correct parts prior to their installation.
2. Completes work orders for each vehicle, detailing description of repair, repair codes, time requirement, shop parts, and fluids used. Verifies and records current meter reading.

ADDITIONAL RESPONSIBILITIES:

1. Performs maintenance and servicing of shop equipment.
2. Complies with OSHA, DOT, and EPA requirements regarding safety, environmental, and transportation programs.
3. Performs shop and parking area cleanup as tasked and upon observation of cleanup requirements.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the automotive repair trade gained through vocational and original equipment manufacturer schools, vendor seminars, on-the-job training, and/or other methods.
2. Knowledge of occupational hazards, safety, and environmental regulations related to the automotive and equipment repair trade.
3. Skill in the use of tools and the operation of machinery and equipment used in the automotive mechanic's trade.
4. Ability to inspect automotive equipment for serviceability, diagnosis and troubleshooting, and to organize repair sequences in a logical and efficient manner.
5. Ability to read and comprehend service and operating reference materials in the English language for various types of equipment. Ability 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 with the public.
7. Ability to properly use and return to storage City owned shop tools and other materials. Reports missing or broken tools to shop foremen.
8. Ability to occasionally perform oxyacetylene and electronic welding as required.
9. Ability to perform tire servicing, repair, and replacement as required.

Title: Automotive Mechanic II
PG: 42
Status: Civil Service
Position Reports to: Automotive Shop Foreman
Department: Public Works/Fleet Management

Class Code: 7003
Date: 01/10

WORKING ENVIRONMENT/CONDITIONS:

The work environment requires heavy work which involves walking, bending, twisting or standing most of the time. The work environment requires the ability to lift up to fifty pounds on an ongoing basis.

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

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

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of experience in the repair and maintenance of automotive type equipment at the journey level.
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 telephone number.
3. Provides their 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.