

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

Class Code: 7003
Date: 09/08

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 selected automotive equipment. Employees in this class often 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 factory manuals as a basis for proper repair techniques and road testing (when applicable) to insure accuracy of work performed. Work is performed under close supervision and is inspected for quality of workmanship during progress and upon completion.

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 orders for required replacement items after a thorough diagnosis. Matches failed part (when possible) with replacement, before installation, to ensure the correct part was obtained.
4. Performs repairs and preventative maintenance services to selected equipment in the motor pool fleet. Follows manufacturers' manuals and Fleet Management checklists for the specific equipment being maintained.
5. Completes a mechanic's worksheet for each vehicle detailing, description of repair, repair codes, 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 the automotive repair trade gained through vocational and manufacturers schools, vendor seminars, on-the-job training and other methods.
2. 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 the operation of machines and equipment commonly used in the automotive mechanic's trade.
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 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. Ability to properly use and return to storage the City owned shop tools and manuals and reports missing or broken tools to the Automotive Maintenance Coordinator.
8. Ability to follow all occupational safety, health and environmental standards and helps maintain a safe and clean working environment.
9. Ability to occasionally perform oxyacetylene and electronic welding as required.

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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 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 foregoing 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 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.