

Title: Automotive Senior Mechanic
PG: 49
Status: Civil Service
Position Reports to: Automotive Shop Foreman
Department: Public Works/Fleet Management

Class Code: 7001
Date: 11/09

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. Minimal supervisory functions are performed to include production control of mechanics on night shift, advising foremen of materials and supplies needs, and triage of required parts for night shift work orders prior to daily closure of shop parts store.

A superior quality of work is expected, with employee using factory technical manuals/electronic/web/based data for proper repair techniques. Work is performed under minimal supervision and reviewed on the basis of results achieved.

ESSENTIAL FUNCTIONS:

1. Oversees fleet maintenance workflow production during night shift operations after receiving direction from shop foreman. Prioritizes and schedules critical work orders for completion by end of shift.
2. Coordinates with day shift for parts triage and sourcing for work orders prior to start of night shift operations. Coordinates day-to-day parts and material needs with supervision as needed.
3. Identifies targeted preventive maintenance and tire work orders for completion by end of shift.
4. Completes diagnosis of failed components to find reason for failure before ordering parts or disassembly of equipment. This is to reduce the possibility of ordering unneeded parts, the risk of repetitive maintenance and excessive overall down time.
5. Checks with supervision for manufacturer's warranty expiration, time and mileage. Receives authorization from shop foremen prior to performing major repairs, and checks history for previous repairs to prevent duplication.
6. Places parts order for required replacement items after thorough diagnosis. Matches failed part, when possible, with replacement before installation to insure correct parts are obtained.
7. 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.
8. Performs preventive maintenance on all types of Fleet equipment following manufacturer and Fleet Management checklists for the specific equipment being maintained.
9. Completes a mechanic 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. Ensures night shift mechanic labor time is properly documented.
3. Ensures compliance with EPA, Division of Storm Water, and OSHA requirements.
4. Completes other minor supervisory tasks as assigned by shop foremen.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the automotive repair trade gained through vocational and manufacturer 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.

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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 use and return to storage City-owned shop tools and manuals. Reports missing or broken tools to the Warehouse Operations Technician.
6. Ability to follow and demonstrate occupational safety, health, and environmental standards and 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 or electronic/web-based data written in the English language for various types of equipment and to apply that knowledge effectively in completing maintenance and repair tasks.
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.
10. Ability to operate and use City e-mail systems to respond electronically to tasks and requests by supervision.

WORKING ENVIRONMENT/CONDITIONS:

The work environment requires primarily heavy work which involves walking, bending, twisting, or standing. The work environment requires capability to lift up to 50 pounds on ongoing basis. The position risks exposure to environmental hazards such as fumes, chemicals and garbage odors and debris.

The position 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. Six (6) years of experience in the repair and maintenance of automotive and large truck repair at the journeyman level. One (1) year of foreman or other supervisory experience.
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 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.
5. Completion of City University Foundation Level or completion of this level within 12 months.