

JOB DESCRIPTION

City of Garden City, GA



To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Vehicle and Heavy Equipment Mechanic
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Department: Shop

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to maintain and repair City automotive vehicles, diesel, heavy equipment, small engines, landscaping equipment and other equipment. This position is under the administrative supervision of the Public Works Administrative Services Manager and the direct supervision of the Public Works Director.

ESSENTIAL JOB FUNCTIONS

- Inspects, diagnoses, and locates mechanical difficulties of City vehicles and heavy equipment including trucks, automobiles, diesel powered heavy construction and power driven equipment including tractors, bull dozers, backhoe, trucks, and street sweepers.
- Confers with vehicle drivers/operators to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.
- Makes service calls, servicing equipment away from the shop as approved by supervisor.
- Performs safety inspections on City vehicles and ensures adherence to safe work practices and procedures.
- Inspects and tests new vehicles for damage and record findings so that necessary repairs can be made.
- Tests electronic computer components in automobiles to ensure that they are working properly.
- Operates computerized engine diagnostic equipment.
- Estimates time, materials and equipment required for jobs assigned; requisitions materials as needed.
- Plans work procedures using charts, technical manuals, and experience.
- Reviews work orders and discusses work/cost with Department Head, makes recommendations for work, and proceeds with outsourcing work upon approval of Department Head.
- Makes purchases for necessary parts and or materials, tools, etc. according to the City's Purchasing Policy(s) upon receipt of appropriate approval.

- Performs preventative and routine maintenance such as engine tune-up, oil changes, tire changes/rotations, wheel balancing, replaces filters and hoses, and applies lubrications.
- Repairs, replaces, and adjusts defective carburetor parts.
- Repairs, adjusts and replaces brake systems including disc, hydraulic and air brakes.
- Repairs and replaces defective ball-joint suspensions, brake shoes, and wheel bearings.
- Removes and replaces defective mufflers and tailpipes.
- Disassembles units and inspects parts for wear, using micrometers, calipers, and gauges.
- Locates and correct malfunctions in fuel, ignition, and emissions control systems.
- Repairs computerized control systems, ignition systems, steering and suspension, hydraulic systems, and air operated controls.
- Installs and repairs air conditioners, and service components such as compressors, condensers, and controls.
- Repairs engines; replaces faulty parts and equipment.
- Inspects and cleans radiators, batteries, and generators.
- Maintains vehicles appearance by cleaning, washing, and painting upon request.
- Services and maintains City back-up generators.
- Performs welding duties associated with tasks.
- Operates various equipment and vehicles in performance of tasks.
- Tests and adjusts repaired systems to meet manufacturers' performance specifications before releasing for use.
- Performs safety inspections on all City vehicles and equipment prior to releasing for use.
- Ensures job knowledge is up-to-date by requesting and participating in educational opportunities and reading technical and regulation publications.
- Maintains City vehicle records by annotating services and repairs and schedules regular maintenance.
- Maintains accurate recordkeeping and security of shop records, inventory, equipment, and tools.
- Works in a safe manner and reports unsafe activity and conditions.
- Participates in and attends all City sponsored training as required.
- Assists Vehicle Light Equipment Mechanic as workload(s) necessitate.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma; ASE certification highly preferred; and one (1) year of experience that includes automotive or mechanical repair in the area to which this position is assigned; or any equivalent combination of education and experience. A Commercial Drivers License is highly preferred.

Special Qualifications:

Must possess a valid Georgia Driver's license.

Knowledge, Skills and Abilities:

- Knowledge of: basic operations, services and activities of an automotive service center; methods and techniques of engine maintenance and repair; occupational hazards and standard safety precautions to follow; tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel powered heavy equipment; and methods, materials, equipment and tools used in routine welding and fabrication work.
- Knowledge of the procedures, methods, materials, tools, and procedures required for the repair of standard and specialized automotive and diesel equipment.
- Skills in operating and caring for internal combustion engines and hydraulic equipment; repairing and rebuilding diesel and gasoline engines; and skills in operating a variety of tools and engine repair equipment in a safe and effective manner.
- Skills in the use and care of the tools employed in making automotive repairs.
- Skills in solving problems through analytical abilities.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Ability to understand and carry out oral and written instructions of a technical nature.
- Ability to inspect, diagnose trouble, adjust, maintain, and repair automotive and diesel, small engines and other equipment.
- Ability to lead, organize and review the work of Service Center staff.
- Ability to independently perform difficult engine diagnostic, maintenance and repair work.
- Ability to work varied shifts depending on assignment.
- Ability to read and interpret instructions and diagrams pertaining to manufacturers' manuals and repair of vehicles and equipment.
- Ability to use computer and software programs for recordkeeping, documenting and producing required reports.
- Ability to perform master level equipment/mechanical work including the troubleshooting of equipment for both major and minor repair work and maintain a variety of shop and repair records.
- Ability to provide one's own set of tools.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.

- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed indoors and outdoors with frequent exposure to air contaminants, fumes, confined work spaces, dirt, temperature extremes, high work places, improper illumination, noises, vibrations and toxic materials routinely encountered in equipment maintenance and repair environment.

Employee signature/Date