

AUTOMOTIVE MECHANIC

Position Code: 1411

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 346 (\$31,067 - \$48,587)

Location: Public Services

Approval Date: 2012

General Statement of Duties

Performs responsible skilled work in maintaining and repairing vehicles and equipment at the municipal garage.

Distinguishing Features of the Class

An employee in this class is responsible for servicing, replacing parts, repairs, and preventative maintenance on vehicles and equipment. The employee also performs advanced mechanical work. Work includes checking fluid levels, changing and replacing fluids, installing batteries, changing and repairing tires, fuses, fan belts and other parts, and keeping vehicles and work area clean. Work also includes preparing and processing reports and associated paperwork. The employee is subject to hazards associated with mechanical repairs including working in both inside and outside environments, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, and oils. Work is performed under the regular supervision and is evaluated by observation and on the basis of operational efficiency of equipment serviced.

Duties and Responsibilities

Maintains and repairs vehicles, equipment, and machinery

Completes and files related paperwork

Assists with inventory and control

Maintains bulk oil room

Assists with cleaning building and facilities

Picks up and delivers parts and vehicles

Trouble shoots electrical problems and makes repairs.

Operates a variety of tools and equipment including air compressors, jacks, tire changers, gauges, and others.

Participates in the Town's safety program and adheres to safety procedures and policies of the department.

Performs related duties as assigned

Performs NC Inspection

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Advanced knowledge of the greasing and lubrication requirements of vehicles and equipment.

Advanced knowledge of the occupational hazards and related safety precautions surrounding mechanical work.

General knowledge of the less complex mechanical parts of automotive equipment including some knowledge of electrical systems.

General knowledge of the methods and tools used in equipment repair work.

Skill in the use of mechanical tools and equipment employed in repair and servicing work.

Ability to drive a variety of motorized vehicles and equipment.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with other employees and vendors.

Ability to write, organize and process reports and associated paperwork.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, assembly, and fabrication of parts.

Minimum Education and Experience

An Associate's Degree and two years of related experience; or a High School Diploma or GED and four to six years of related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.