



## Employment Opportunity

<b>Job Title:</b>	<b>Automotive Technician</b>		
<b>Department:</b>	<b>Public Works Garage</b>		
<b>Grade:</b> 12	<b>Position#:</b> 4900-05	<b>Hiring Range:</b> \$11.21-\$17.38/hr	
<b>Apply at:</b>	Human Resources Department, City Hall, 601 Gloucester St., (2 <sup>nd</sup> Floor) Brunswick, GA 31520, an Equal Opportunity Employer.		
<b>Position Open Until:</b>	<b>Until Filled</b>		

### **Job Summary**

Under general supervision, performs major and minor mechanical repairs to a variety of gasoline, diesel, electrical, and other power driven vehicles and equipment. Assures the proper and safe operation of vehicles and equipment. Performs other related duties as assigned, in support of customer needs and organizational objectives. Work is evaluated through observation for quality of repair, quantity of equipment malfunctions due to improper servicing, and timeliness of work completion. Performs other work as requested.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

1. Performs general mechanical and electrical repairs, as assigned, on all types of gasoline, diesel, electrical and other powered equipment and machinery; diagnoses specific repair requirement; draws appropriate parts from stock or advises appropriate others of parts needs; repairs and replaces parts according to manufacturer's specifications. Repairs may include tune-ups, ignitions, air, exhaust, fuel lines, cooling systems, brakes, suspension, steering, electrical and hydraulic systems, power takeoff, drive trains, and transmissions.
2. Inspects and tests equipment, including road tests for proper operation; makes emergency road service calls to repair equipment; may tow equipment to shop.
3. Performs routine preventive maintenance on all types of powered equipment according to defined procedures, checklists, and manufacturer's specifications.
4. Completes repair orders.
5. Maintains orderly and clean work area.
6. Performs specialized equipment repairs tasks specific to area of assignment.
7. Practices safety precautions.
8. Maintains appropriate records and reports.

### **Other Tasks and Responsibilities**

Performs other related duties as assigned, in support of customer needs and organizational objectives.

### **Knowledge, Skills , Abilities, and Other Characteristics**

1. Thorough knowledge of automotive mechanics general mechanical repairs.
2. Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, and generators. Knowledge of price trends and grades or quality of materials, parts, and equipment. Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
3. Ability to learn City geography and road system.
4. Knowledge of garage, vehicle, and equipment safety rules, techniques, and procedures.
5. Knowledge of methods, tools and equipment used in repair of electrical, gasoline, and diesel powered equipment.
6. Ability to diagnose mechanical problems and determine appropriate repair actions.
7. Ability to efficiently and effectively make repairs.
8. Ability to work independently, as well as with a team, and to follow through to task completion.
9. Ability to understand and apply written shop procedures and manufacturer's specification manuals and follow oral instructions.
10. Ability to establish and maintain effective working relationships with customers and co-workers.
11. Ability to communicate effectively in writing and orally; ability to write legibly.
12. Ability to bend, stoop, twist and get into tight uncomfortable positions, with normal vision and hearing. Ability to stand, walk, talk and hear. Ability to grasp, finger and feel mechanical parts. Ability to work outside in extreme temperatures and to lift up to approx. 100 lbs. visual acuity to perform mechanical work with accuracy.
13. Ability to be thorough, and to be flexible in day-to-day work assignments.
14. Ability to operate motor vehicles.
15. Skill in the use of tools and equipment used in repair of various equipment.
16. Ability to maintain basic repair and service records.
17. Willingness and ability to perform related assignments in support of organizational objectives and customer needs.

### **Minimum Requirements (Education, Experience, Training, Certifications/Licenses**

High school diploma, GED, or equivalent certificate of competency, supplemented by vocational training in general equipment repair; one year responsible work experience in preparation for journeyman level mechanic work; or, an equivalent combination of training and experience; possession of safe driving record and valid driver's license. ASE certifications preferred. Criminal background check, Motor Vehicle Records Check, pre-employment drug screening and physical examination.