



<b>Job Title:</b>	Automotive Technician	<b>FLSA:</b>	Non-Exempt
<b>Department/Div:</b>	Public Works	<b>EEO-4 Code:</b>	Skilled Craft
<b>Reports to:</b>	Fleet Supervisor		
<b>Pay:</b>	\$18.43	<b>Date:</b>	03/01/2023

## 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.

## MAJOR DUTIES

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.
9. Orders parts as needed for repairs, and makes sure parts and supplies taken out of the tool room are replenished.

## KNOWLEDGE REQUIRED BY THE POSITION

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.

#### **SUPERVISORY CONTROLS**

The Fleet Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### **GUIDELINES**

Guidelines include department and city policies and procedures and vehicle operation and maintenance manuals. These guidelines require are generally clear and specific but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related vehicle and equipment maintenance and repair duties. The variety of equipment to be maintained contributes to the complexity of the position.
- The purpose of this position is to maintain and repair city vehicles and equipment. Success in this position contributes to the efficiency and effectiveness of a variety of city operations.

#### **CONTACTS**

- Contacts are typically with coworkers, other city employees, vendors, dealers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and a vehicle repair shop. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work may be performed outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required.
- More than three years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's name (Print)