

TITLE: Master Automotive Mechanic

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position participates in the servicing, maintenance, and repair of automotive equipment at the City's equipment repair shop. Work involves proficient diagnosis, maintenance of heavy and light vehicles, performs inspections on equipment and vehicles, troubleshooting, repairing complex systems and maintaining records of work performed. Employee must exercise independent judgment and initiative in diagnosing problems with automotive equipment and completing indicated repair work in the shop and field. Reports to the Garage Supervisor.

MAJOR DUTIES:

- o Performs Virginia State Inspections on automobiles and equipment
- o Performs school bus inspections;
- o Adjust and makes repairs proficiently to diversified automotive and construction equipment, including heavy and light vehicles;
- o Repairs gasoline and diesel engines;
- o Adjust or repairs valves, carburetors, generators and related units;
- o Rebuilds or replaces all worn or defective parts;
- o Diagnoses, troubleshoots, repairs various complicated systems and sub-systems pertaining to cars, light trucks, heavy trucks, fire trucks and construction equipment;
- o Repairs and adjusts hydraulic and vacuum operated systems;
- o Replaces hydraulic motors, hoses and fittings;
- o Responds to after-hours emergencies;
- o Installs and adjust power take offs;
- o Determines major part failures; tunes engines by adjusting or replacing needed parts; make repairs to clutches, transmissions, differentials, brakes, steering mechanisms and related units; machines drums and rotors;
- o Operates and is proficient in arc welding and use of acetylene cutting and welding;
- o Performs major and minor mechanical repairs and adjustment on power drive, brake, steering, electrical, fuel, cooling, and related systems on light and heavy motorized equipment and vehicles; rebuilds and installs engines;
- o Replaces tie rods, springs, and shock absorbers; and
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the tools and techniques used in the maintenance and repair of vehicles and equipment. Must maintain own tools used for this position.

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- Possession of Virginia State Inspection License.
- Possession of eight (8) valid ASE certifications or equal certificates.
- Knowledge of personal computers for use in word processing and electronic communications.
- Skill in oral and written communication.
- Skill in the diagnosis, repair and maintenance of vehicles and equipment.

SUPERVISORY CONTROLS: The Garage Supervisor assigns work in terms of general instructions. The Garage Supervisor spot-checks completed work for compliance with procedures, accuracy, nature, and propriety of the final results.

GUIDELINES: Guidelines include the Virginia State Inspection Manual, the Virginia Department of Education Standards for School Buses, VOSHA guidelines, and the city's Personnel Management Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical duties. The variety of vehicles to be serviced contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to participate in the repair and maintenance of the city's vehicle and equipment fleet. Successful performance in this position results in safe and reliable vehicles and equipment.

PERSONAL CONTACTS: Contacts are typically with other city personnel, contractors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically with other city personnel, contractors, vendors, and members of the general public.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity. Must have minimal levels of eye/hand/foot coordination.

WORK ENVIRONMENT: The work is typically performed in a garage or outdoors. The employee is exposed to noise, dust, dirt grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Supplemented course work in an Automotive Mechanic position with 10 years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Possession of or ability to readily obtain and maintain a valid driver's license for the type of vehicle or equipment operated.