

TITLE: Automotive Mechanic II

PW/17

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position participates in the servicing, maintenance, repair of automotive equipment, and grounds maintenance equipment at the city's equipment repair shop. This is a safety sensitive position.

MAJOR DUTIES:

- o Performs Virginia State Inspections on automobiles and equipment.
- o Performs school bus inspections.
- o Services and repairs city vehicles, construction equipment, and grounds maintenance equipment.
- o Performs metal fabrication and welding.
- o Installs special equipment such as light bars, radios, and sirens on emergency vehicles.
- o Prepares snow removal equipment for seasonal use.
- o Responds to after-hours emergencies as needed.
- o Troubleshoots automotive electrical problems and makes repairs as necessary.
- o Repairs hydraulic lines, pumps, motors, and valves on garbage trucks and construction equipment.
- o Troubleshoots and repairs mechanical problems.
- o Troubleshoots and repairs air condition systems.
- o Orders parts and supplies.
- o Prepares work orders.
- o Prepares state inspection reports.
- 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, construction equipment, and grounds maintenance equipment.

- o Knowledge of Virginia State Police Inspection requirements.
- o Knowledge of the vehicles and equipment used in public works operations.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in oral and written communication.
- o Skill in the diagnosis, repair, and maintenance of vehicles, construction equipment, and grounds maintenance equipment.

**SUPERVISORY CONTROLS:** The Garage 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 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 to give or exchange information, resolve problems, and provide services.

**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.

**WORK ENVIRONMENT:** The work is typically performed in the 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:

- o 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.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.