



AUTOMOTIVE MECHANIC

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision, to make minor and major mechanical repairs to automotive and other power-driven equipment; and to do related work as required.

ESSENTIAL DUTIES

Inspects, diagnoses, locates mechanical difficulties on City automobiles and trucks, and on public works department construction equipment, such as tractors, rollers, backhoes, loaders and other automotive equipment used in street, sewer and water utility maintenance and construction; determines extent of necessary repairs; overhauls, repairs, and adjusts engines, transmissions, differentials and clutches; tunes engines, replace ignition parts and clean and adjust carburetors; replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment; replaces such components as generators, distributors, relays, lights and switches; performs welding in the repair of equipment; maintains work, time, and material records.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: The principles and operation of two and four cycles internal combustion gasoline and diesel engines; the maintenance and repair requirements of automobile, street construction and maintenance equipment; functions of automobile parts, garage supplies and tools; proper usage of oils, greases, and lubricating devices; tune-ups and testing instruments; electrical principles, hydraulic, brake and suspension system repair and maintenance; and operation of various types of shop equipment.

Ability to: Diagnose and troubleshoot electrical circuits, develop wiring circuits and build wiring harnesses for installation of new add-on safety equipment and accessories for in-service vehicles. This includes installation of hard-wired laptops, computers and two-way radio installation in emergency and Public Works vehicles. Ability to diagnose and troubleshoot fuel systems, brakes (hydraulic air and ABS), differentials and hydraulic systems; remove, repair and replace major and minor engine component parts, perform tune-ups; perform arc and gas welding and fabricating of tools and equipment; use shop power and hand tools to perform vehicle repairs and adjustments; work safely and effectively under pressure during emergency situations.

Skills: Ability to safely and efficiently operate brake lathe, tire changer, wheel balance, battery tester, air drills, electric drills, power and hand tools, arc welder, acetylene torch, and hydraulic lifts. Ability to use a laptop and software to help diagnose vehicles.

License: Possession of a valid Class C driver's license. Possession of valid Class B California driver's license or the ability to obtain this license within twelve months of hire. M1 license is desirable but not mandatory.

Education & Experience: Sufficient education and experience to perform the above duties safely and efficiently. Typically, this may be obtained through one year of journeyman level experience in the maintenance and repair of automotive equipment, including some experience in heavy equipment. Automotive Service Excellence (ASE) certification is desirable.

SPECIAL REQUIREMENTS

Ability to work cooperatively with others; stand for long periods of time while working on vehicles; bend, stoop, and crawl; work in confined spaces and off creeper; lift up to ninety (90) pounds; work with hazardous materials used in vehicular and industrial equipment repair such as used motor oil, gasoline, solvents, related brake parts, coolants, and transmission fluids; and sufficient vision, hearing, and stamina to perform the above job duties.

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