



*The City Beautiful*

## **City of Coral Gables Job Description**

<b>Job Title:</b>	Automotive Mechanic	<b>Prepared Date:</b>	9/07
<b>Department:</b>	Automotive	<b>Approved By:</b>	Clive Cork
<b>Classification:</b>	4006	<b>Approved By:</b>	Marjorie H. Adler
<b>Pay grade:</b>	17C		
<b>FLSA:</b>	Non-Exempt		

### **Summary**

Performs skilled preventative maintenance and repairs on automobiles, trucks, boats, construction and heavy equipment as well as emergency vehicles. Work is assigned, reviewed by inspection, and performed under the direction of a foreman.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Inspects and tests vehicles, makes visual and operational inspections of vehicles to diagnose problems and fixes problems affecting a variety of gasoline and diesel powered vehicles and heavy equipment such as, automobiles, passenger buses, police and fire specialized equipment, general trucks, public works construction and maintenance equipment, etc.

Participates in the widest variety of automotive maintenance and repairs from minor work to complete rebuilding. Interprets and acts upon work orders.

Troubleshoots, rebuilds diesel and gasoline motors, grinds valves, replaces and repairs main bearings as well as troubleshoots and repairs transmissions, universal joints, differentials, PTO's air and hydraulic brakes.

Troubleshoots, rebuilds, repairs and installs automotive electrical components such as starters, generators, distributors, voltage regulators, etc.

Provides roadside assistance to operators of City vehicles and tows vehicles to garage as needed.

Consults with supervisor to determine costs of repairs and obtain technical assistance.

Performs scheduled maintenance on vehicles as assigned.

Delivers vehicles to outside vendors and retrieves vehicles when work is completed.

Prepares and updates maintenance records and signs off on work orders.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Thorough understanding of the methods, materials and tools of the automotive fleet mechanic trade is necessary. Knowledge of the occupational hazards and safety precautions of the trade and proper use of tools and machinery is essential. Knowledge of the principles of operation gasoline and diesel engines, automatic transmissions, fluid couplings and the repair and maintenance characteristics of a variety of earthmoving and other public works equipment is required. The incumbent must possess the ability to diagnose and correct problems detected in machinery. The ability to understand and act upon oral and written instructions including diagrams is essential. Organizational skills used to maintain basic shop records and prepare reports is required.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights, fumes, and dust are common. The position requires the ability to lift materials in excess of 50 pounds on a regular basis and to work in awkward positions. The incumbent may be required to stand for long periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High school diploma or equivalent

Minimum three (3) years at the journeyman level in the skilled repair of automotive and construction equipment.

Valid Florida driver's license with CDL Class A certification.

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

Must furnish own tools and repair equipment.

A comparable amount of training or experience may be substituted for the minimum education requirement.