



CLASSIFICATION SPECIFICATION AUTO MECHANIC I

JOB SUMMARY:

Under direct supervision of the Fleet Manager, the Auto Mechanic I performs maintenance on automobiles, trucks, construction equipment, and other related equipment powered by gasoline, diesel, and alternate fuel, and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Auto Mechanic I performs preventative maintenance and assists with repairs on variety of vehicles. This class differs from an Auto Mechanic II in that the incumbent performs more routine automotive duties while learning City policies and procedures. As experience is gained, there is the potential for greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs maintenance on automobiles, trucks, equipment, and attachments; tests batteries on vehicles; makes minor repairs and services windshield wipers, guards, and exhaust systems; changes tires; greases lubricating systems and individual moving parts; changes oil filters; cleans or replaces spark plugs; tightens loose body nuts and screws; and replaces hydraulic fluid.
- Assists with making repairs to automotive equipment and attachments including repairing and replacing worn parts, tuning up engines, taking compression tests, repairing standard electronic ignition systems and adjusting timing valves, repairing air conditioning systems, and repairing exhaust systems; drives to designated sites to perform towing on small equipment; maintains the garage and service area in a clean and orderly manner; maintains records of services and repairs; and observes safety rules and regulations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic techniques and methods of repairing and maintaining gasoline and diesel powered equipment and related components; methods, materials, tools, and equipment of the trade including brake and metal lathes, air conditioning recover equipment, vehicle diagnosis equipment, and tire mounting and balancing equipment; lubricating systems, oils, grease, tools, and attachments; methods, supplies, and equipment used in cleaning and polishing motor vehicles; and relevant safety rules and regulations.
- Basic mathematical principles; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Tune and adjust a variety of motor vehicles; use hand and power tools to repair mechanical equipment; diagnose operating problems; read and interpret electrical and machine diagrams and other technical information; learn the organization, operation, and services of the City and of outside agencies as necessary to assume the assigned responsibilities; and correctly interpret and apply general safety and departmental policies and procedures.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two years of experience performing overall repairs on automobiles, trucks, and heavy equipment.

Licenses and Certifications:

- Ability to obtain a Class B California Driver's License within one year of appointment and maintain a satisfactory driving record are required.
- Completion of a two or four year program in automotive, heavy duty trucks, or heavy equipment technology and Automotive Services Excellence (ASE) certification in auto repair or heavy duty trucks are desirable.

PHYSICAL DEMANDS:

- Ability to lift up to 40 pounds or more; drive a wide variety of motor vehicles; operate machinery using arms and legs; bend in all directions; squeeze with arms and hands; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Employee generally works in a shop environment, with some travel from site to site. Employee will be exposed to inclement weather conditions, noise, vibration, dust, grease, smoke, fumes, gases, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: May 25, 2017