

Assistant Garage/Shop Mechanic

Ashburn, Georgia

BRIEF SUMMARY: This position is responsible for assisting the supervisor, performing repair, and maintenance work on city vehicles & equipment.

MAJOR DUTIES:

- Performs a variety of engine diagnostic and troubleshooting procedures on city vehicles and equipment.
- Performs engine, exhaust, electrical, transmission, and brake repairs on a variety of diesel and gasoline-powered vehicles and equipment.
- Conducts scheduled preventive maintenance functions, including checking the condition and operation of batteries, tires, lights, transmissions, exhaust systems, and brakes.
- Performs preventive maintenance by checking antifreeze, belts, batteries, brakes, lights, hydraulic systems, tires and safety equipment on a variety of gasoline-and diesel-powered equipment, including vans, sedans, bull dozers, motor graders, front-end loaders, backhoes, tractors, dump trucks, and mowing tractors.
- Performs corrective maintenance procedures on heavy equipment, including hydraulic, electrical, pneumatic, and various degrees of engine repair.
- Performs vehicle and equipment maintenance procedures such as tune-ups, oil& filter changes, and heating & air conditioning repair.
- Performs emergency roadside repairs on vehicles as necessary; may troubleshoot equipment failures at job sites; change & repair tires.
- Performs repair and maintenance work on a variety of small engine equipment such as mowers, weed eaters, and chainsaws.
- Maintains inventory control, order parts, and supplies as needed.
- Maintain the shop, assigned tools, and perform housekeeping duties.
- Maintains all vehicles and equipment maintenance records; complete service logs.
- Attends department meetings and training sessions as required.
- Performs other related duties as assigned.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: There is no supervisory or management responsibilities in this position.

MINIMUM QUALIFICATIONS: Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education. Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. Possession of or ability to readily obtain a valid driver's license issued by the State Of Georgia for the type of vehicle or equipment operated.

