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**SHOP MECHANIC**

**JOB SUMMARY:**

Under direction, repairs, services, and performs major and minor repairs to City automobiles, trucks, emergency equipment, tractors, and other power driven equipment.

**MAJOR DUTIES:**

The following examples are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive in this listing.

* Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
* Perform general overhaul and repair work on gasoline, diesel and propane powered engines such as automobiles, trucks, tractors, police and fire vehicles and equipment, and other automotive and mechanical equipment at off-site locations and at the garage.
* Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts and alternators.
* Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment.
* Diagnose, repair, and maintain hydraulic systems.
* Perform preventive maintenance work on vehicles, including lubrication and oil changes.
* Fabricate and weld to repair equipment as necessary.
* Perform vehicle body work and collision repair.
* Operate vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.
* Install emergency equipment for emergency vehicles; perform repair work on other City equipment and systems as necessary.
* Clean and maintain the garage area and equipment.
* Inventory, order and control tools, supplies and materials for garage; research, compare, and locate parts, equipment, and vehicles.
* Maintain records on all maintenance and repair work performed; track recalls, smog inspection dates, and warranties for all vehicles.
* Perform related duties as required.

**KNOWLEDGE OF:**

* Methods, materials, equipment, and tools used in vehicle and equipment maintenance and repair. Various mechanical systems of gasoline and diesel engines.
* Various electrical systems of gasoline and diesel engines.
* Standard practices, equipment and tools of the automotive and equipment mechanical trade.
* Principles and practices of gasoline and diesel engine repair and maintenance.
* Methods and techniques of welding and fabrication.
* Operating and repair characteristics of hydraulic systems.
* Principles and practices of fire truck pump and valve repair and maintenance.
* Basic principles of record keeping.
* Shop mathematics.
* Occupational hazards and standard safety procedures.

**ABILITY TO:**

* Perform a variety of duties in diagnosing, troubleshooting, and repairing vehicles, equipment and components.
* Inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.
* Estimate time and materials needed for work.
* Maintain a variety of shop and repair records and logs.
* Use various hand and power driven shop tools.
* Prepare and maintain clear and accurate reports.
* Understand and follow oral and written instructions.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**WORK ENVIRONMENT:**

Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

**SUPERVISORY CONTROLS:**

Works under the direction of the Public Works Director or his/her designee.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

This position has no supervisory or management responsibilities.

**MINIMUM QUALIFICATIONS:**

*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

* High school diploma or equivalent.
* Valid Georgia’s Driver’s License

**EXPERIENCE:**

One year of general fleet maintenance and repair experience.