

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: MECHANIC II
DEPARTMENT: PUBLIC WORKS
REPORTS TO: MECHANIC SUPERVISOR

CLASS CODE: 1040
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs various skilled repair and maintenance functions on City vehicles and equipment, including: troubleshooting problems, diagnosing and repairing engines, transmissions, etc.; performing preventive maintenance (tune-ups, oil changes, air conditioner servicing, etc.); locating and purchasing parts and supplies; and maintaining related records.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate the City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs various skilled mechanical functions, including: inspecting, diagnosing, and locating malfunctions; overhauling transmissions; diagnosing problems; rebuilding engines; fabricating and welding parts; and repairing or replacing rear ends, clutches, brakes, hydraulic systems or other damaged parts.

Performs preventive maintenance functions, such as tune-ups, oil changes, air conditioning servicing and lubricating equipment.

Maintains daily logs and files on equipment and services rendered; locates and purchases parts and supplies.

Checks, repairs or replaces tires as needed.

Performs road services including towing of vehicles and road testing to assure reliability and safety.

Restores equipment, including: replacing parts; straightening body panels; applying body filler; and priming and painting.

Checks and repairs suspension and performs wheel alignments.

Sharpens equipment blades.

Refuels and checks vehicles in and out; delivers fuel to plants and equipment.

Maintains and upgrades technical knowledge, skills, and development by reading trade publications.

Performs routine garage shop maintenance.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Welding Equipment	Vehicles	Diagnostic Tools and Computer
Forklift	Vehicle Lift	Jacks	Power Tools
Torch	Grinder	Air Gun	Paint Gun

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Class "A" Commercial Driver's License

ASE R-12 Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures and departmental operating standards in assigned department.

Methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment.

Hydraulics, electrical systems, gas and diesel engines.

Fabrication and welding techniques.

Basic paint and body repair.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Skill in:

Troubleshooting, diagnosing and repairing a variety of vehicles and equipment.

Using electronic test equipment.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Ability to write simple correspondence.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs, ladders, ramps, etc.; climb on and off equipment; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms;

speak and hear; use color and sound perception; and push, pull and/or lift 25 to 50 pounds frequently and up to 100 pounds occasionally.

Working Conditions:

Work is performed in a garage exposing the incumbent to various atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, toxic or caustic chemicals, and/or risk of electrical shock.

The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.