



Job Description: Auto Mechanic

PAY GROUP: 16

OCCUPATIONAL CATEGORY: Skilled Craft

JOB TITLE: Auto Mechanic

FLSA: Non-Exempt; Full Time

OBJECTIVE:

To repair and maintain various vehicles and other mechanical and automotive equipment.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** Fleet Maintenance Supervisor or Senior Mechanic
2. **Directs:** Does not supervise any employees
3. **Other:** Contact with other City Departments regarding services and repair of their vehicles and equipment. Use two-way radio in shop and/or in unit

GENERAL STATEMENT OF DUTIES:

This is a responsible position. Duties include repairing and maintaining mechanical and automotive equipment; and keeping records on a computer of material used and time spent on each job. Stocking parts room and keeping an inventory of parts up to date on computer. May be on call (including holidays and weekends).

ESSENTIAL JOB FUNCTIONS:

Depending on the specific assignments, Mechanic may:

- Perform tune-ups, oil changes, battery checks, tire and lubrication checks and other preventive maintenance on City automotive and mechanical equipment
- Use welder and cutting torch
- Rebuild engines (remove and replace)
- Rebuild and replaces transmissions
- Repair electrical systems, fuel systems, hydraulics, and cooling systems
- Repair clutches, steering apparatus, and brakes
- Perform engine tune-ups
- Repair front end of vehicles
- Record materials used and time spent on repairs
- May analyze engines
- May pick up and deliver vehicles to be repaired (must be knowledgeable in wrecker operations)
- May pick up parts

- May repair Sanitation trucks, buses, fire engines and other heavy, special duty vehicles
- May perform emergency repairs in the field
- Must arrive at work on time and maintain a regular and reliable level of attendance

OTHER IMPORTANT JOB FUNCTIONS:

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

PHYSICAL SKILLS REQUIRED:

Moderate to heavy physical work requiring the ability to lift a maximum of 85 pounds; frequent lifting and carrying of objects weighing up to 25 pounds; ability to lift 1020 size tires to an upright position; regular walking and standing; frequent performance of activities requiring a full range of body movement including bending, stooping, pushing, pulling, climbing, kneeling, sitting, driving, holding, and crawling; considerable eye/hand/foot coordination to operate tools and automotive equipment as well as for driving equipment and vehicles; adequate vision to read manuals, gauges, and meters; speech and hearing to receive and provide technical information and instructions.

WORK ENVIRONMENT:

Works in an automotive shop/yard with frequent time spent outdoors in all types of weather conditions in extreme temperatures and on various terrain and surfaces; regular exposure to dust, noise, and fumes related to automotive repair.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good general knowledge of auto mechanics and heavy equipment; ability to repair hydraulic systems, diesel engines, and heavy equipment; ability to read wiring diagrams and oil circuits; ability to diagnose problems and repair vehicles; ability to work with a variety of hand and power tools; ability to establish and maintain cooperative working relationships with co-workers and other department personnel.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School Graduate or equivalent, mechanical training, and at least two years experience in automotive and heavy equipment repairs; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Motor Vehicle CDL License. CDL must be Class A or B with air brakes, pneumatic tank and hazardous material. May have restrictions A – with corrective lenses and M – intrastate only.

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.cleburne.net

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0945 or 817-645-0915

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