City of Bradenton
Job Descriptions

Job Title: Auto Mechanic A

Date Prepared:	June 1, 2016
Department/Location:	Public Works & Utilities – Public Works Section – Fleet Division
FLSA Status:	Non-exempt
Bargaining Unit:	AFSCME
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Supervisor

General Purpose of the Position: Under general supervision, perform general and some specialized fleet repair. Auto Mechanic A supplies own hand tools (enough to complete most tasks).

Essential Duties and Responsibilities:

- Inspect and performs a variety of vehicle preventative maintenance duties; cleans, greases, and fuels equipment, and identifies and/or performs basic service and repair work.
- Complete all repair assignments for City fleet (light, medium and heavy duty vehicles) in a timely manner, including brakes (air & hydraulics), air conditioning recovery and recycling, hydraulics, front-end, and other related tasks.
- Perform complex and specialized vehicle diagnostics.
- Perform road calls.
- Perform intermediate to advanced welding tasks.
- Supports and actively promotes the City's safety programs. Follows standard operating procedures, observes safety practices and reports or corrects potential safety hazards.
- Perform duties as assigned through work orders.
- Keep basic records.
- Mentor Auto Mechanics B and Apprentice.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of safe work techniques and practices used in auto service industry.
- Ability to make independent judgments and decisions.
- Knowledge of materials and equipment used in the repair and maintenance of all fleet vehicles.
- Maintain knowledge of the latest auto service technology (some travel maybe involved).
- Ability to establish and maintain an effective working relationship with employees and the public.

- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of job-related software as required by Department.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL and CDL Class B vehicles and light equipment. Hand tools, pneumatic wrenches, grinders, lathes and measuring tools such as micrometers and pressure gauges; tire pressure gauges, oil filter wrenches and cutter tools, steering wheel lock plate tools, clutch alignment tools, strut spring compressors and spark plug sockets and gauge tools; a variety of lifts, hoists and jacks for access to the area of the vehicle that needs to be repaired; a variety of electronic diagnostic equipment. Safety equipment is provided.

Education and Experience Required: ASE certification in brakes (air & hydraulics), A/C recovery and recycling, electrical system; intermediate welding skills; certified in gas and diesel-powered vehicles and equipment. A good driving record, a valid Florida driver's license, a Class B Commercial Driver License (CDL) with air brakes endorsement and a high school diploma or GED equivalent. A minimum of five (5) years of experience as an Auto Mechanic B or an equivalent combination of training and experience is required.

Environmental Conditions: Work is primarily performed in open bays in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from equipment, exposure to heavy equipment, fuel, oil, hazardous gases, fumes, paint and chemicals. Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Class B Commercial Driver License (CDL) with air brakes endorsement is required for this position.

Pay Grade: 115 **Salary Range: Minimum:** $16.83/hour **Maximum:** $25.25/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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Approved:
Department Director _____ **Date** 1-11-17

Human Resource ~~Director~~ Manager _____ **Date** 1/11/17

*Updated Dec 2015
**Updated Jun 2016