ASHEVILLE, NORTH CAROLINA

Classification Specification

Auto Mechanic, Senior
Job Code: 4175
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform routine and complex repairs of City-owned vehicles, to fabricate and/or install optional equipment, and to provide guidance and training to less experienced Auto Mechanics and Auto Services Technicians.

Distinguishing Characteristics:

This classification is the second level in the Auto Mechanic family and is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as independently performing the most complex repair of vehicles.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides guidance, training, and instruction to less-experienced Auto Mechanics and Auto Technicians: organizes tasks to complete assigned work; monitors status of work in progress and inspects completed work; assists with complex/problem situations; provides technical expertise; and trains and instructs co-workers regarding vehicle maintenance and repair activities and proper use of equipment.

Performs complex repairs on vehicles: gathers information from vehicle operator reports, fault codes and other diagnostic data; troubleshoots and diagnoses problems; identifies items needing repair; completes required repairs; and ensures vehicle operation and performance is within specified limits.

Inspects, tests and repairs ignition systems, computerized engine controls, fuel injection systems, steering systems, electrical systems, suspension systems, hydraulic systems, brake systems, drivetrain systems, engine cooling systems, fuel systems, charging systems, starting systems, emission systems, air bag restraint systems, air conditioning systems, engines, transmissions, rear differentials, transfer cases, axles, bearings, seals or other vehicle systems and equipment.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, route sheets, work orders, tonnage tickets, safety training sheets, polices handbook, equipment maintenance logs, training logs, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Performs welding and fabrication work associated with repair, maintenance, and installation of equipment: welds metal parts together; repairs broken or cracked parts; and fabricates special parts, equipment, and tools as needed.

Determines materials required for projects: researches codes, parts, fluid specifications, tire pressures, repair methods, maintenance requirements and related information; gathers and/or picks up equipment, parts, and supplies; assists in monitoring inventory levels of parts, equipment, tools, or supplies; and initiates requests for new or replacement materials.

Performs state, taxi, and for-hire vehicle inspections: ensures safety and operability of vehicles in compliance with applicable regulations and standards; and prepares and maintains related documentation.

Prepares and maintains vehicle maintenance logs and records: enters work activities, such as parts used and time spent on maintenance, into computer database.

Operates or uses various machinery, equipment, power tools, hand tools, and supplies to complete work assignments, such as hand and power tools, a/c refrigerant machine, press, drill, welder, sand blaster, vehicle lift, forklift, tire machine and balancer, bandsaw, parts washer, basic mechanics tool kit and/or vehicle-specific maintenance tool sets.

Performs related duties in support of department operations: performs routine body repairs, such as repairing or replacing fenders, bumpers, grills, etc.; participates in on-call rotation; may perform maintenance and repair activities in the field; picks-up and delivers parts and vehicles; coordinates repairs with vendors or other duties as assigned.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to automotive repair; reads professional literature; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, the public, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, vehicle maintenance logs, inspection reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Automotive Services or Repair or a related field required; supplemented by three years of experience in routine vehicle maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class A Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain Automotive Service Excellence (ASE) or other certifications as required.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors,

sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, wetness, fumes, smoke, temperature and noise extremes, toxic agents, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.