ASHEVILLE, NORTH CAROLINA

Classification Specification

Auto Mechanic
Job Code: 4170
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform routine maintenance and repair of City-owned vehicles and to install optional equipment.

Distinguishing Characteristics:

This classification is the first level in the Auto Mechanic family. Incumbents can independently perform routine maintenance and repair of vehicles and assist with complex repairs.

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.

Performs routine and assists with 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, or other vehicle systems and equipment.

Installs optional and aftermarket equipment on vehicles, such as lights, sirens, steps, winches, brush guards,

running boards, fire extinguishers, 2-way radios, light bars, spotlights, etc.: researches equipment installation instructions; performs installations; may perform light welding duties to install/attach equipment; and ensures operability of installed equipment.

Performs preventive maintenance on vehicles: checks and replaces fluids; drains and replaces oil; collects and recovers Freon; changes and replaces filters; lubricates mechanical parts; installs and replaces blades; rotates, mounts and balances tires; replaces tires, belts, and hoses; checks and replaces batteries; greases equipment; flushes radiators; and performs tune-ups or other preventative maintenance activities as assigned.

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: provides guidance and training to Auto Technicians; assists Auto Mechanic, Senior with complex vehicle repairs and equipment installations as requested; participates in on-call rotation; may perform maintenance and repair activities in the field; picks-up and delivers parts and vehicles; 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, 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,

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:

High school diploma or GED required, with vocational or technical training in automotive services or a related field; supplemented by two years of experience in performing preventative maintenance on vehicles; 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 driver's license. 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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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 evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

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.