

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: MECHANIC I (Job Code 591).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision performs skilled maintenance and repair work on City vehicles, including automobiles, trucks, and other equipment. This position requires the overhaul and troubleshooting of standard and specialized engines, air conditioning and electrical systems, and heavy equipment both gas and diesel operated. Also performs diagnostic testing on equipment and vehicles. Work is reviewed through observation and completed work orders for adherence to established policies and procedures.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Inspects, diagnoses, repairs, and performs preventive maintenance on various types of automotive and related equipment.

Responds to road emergencies and performs any necessary repairs.

Performs various record maintenance duties, i.e., work descriptions, parts and supplies per work order, labor hours.

Attends classes and seminars as directed to maintain and enhance service and repair skills and to learn of technological changes in the trade.

Utilizes advanced computerized diagnostic equipment and related software programs, as required, to diagnose issues and input information into computer work order systems.

Inspects, adjusts and replaces cooling and heating systems, fuel, ignition, air conditioning diagnostic and repairs, exhaust systems; tunes motors using electronic-analysis equipment.

Performs Emergency Response duties as assigned.

Operates heavy equipment as required.

Performs related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, and three (3) years of Automotive/Truck Technician experience in gasoline, diesel, and heavy equipment service, maintenance, and repair/or an equivalent combination of training and experience prior to the completion of the probationary period. Must possess and maintain a valid Class "B" CDL, within the first year of employment, and also ASE certifications in the following

automotive areas: Heating/Air Conditioning, Electrical/Electronic, and Brakes. Possessing a Class "B" CDL and the three (3) ASE certifications are a condition of continued employment. as a condition of continued employment.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20-50 pounds), and occasionally very heavy (100+ pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to aquatic weed control, canal maintenance, and related issues.

Intelligence: Requires the ability to utilize principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide and calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and handling small parts.

Manual Dexterity: Requires the ability to utilize a variety of modern mechanical/electrical equipment. Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions. Must be able to perform duties under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of occupational hazards and safety precautions associated with vehicle mechanic operations.

Skilled in oral communications for effective expression and clarity in task assignment.

Ability to analyze information, diagnose problems and perform maintenance, and repairs on City vehicle.

Ability to work Independently or in teams.

Ability to deal with Complex situations and manage time effectively

Ability to establish and maintain effective working relationships with superiors, fellow employees, and vendors

Ability to respond to written instructions.

Ability to complete work orders both with a computer and on a work order.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date