

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: MECHANIC II (Job Code: 65).**

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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; ensures adequate parts and supplies are at disposal at all times.

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 valves, pistons, bearing, cooling, fuel, ignition and exhaust systems; tunes motors using electronic-analysis equipment.

Diagnoses, repairs, and overhauls hydraulics, air breaks, and steering and suspension systems.

Diagnoses and repairs auto truck air conditioning systems.

## **ADDITIONAL JOB FUNCTIONS**

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, or graduation from a vocational school; supplemented by minimum 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 a Class "B" Commercial Learner's Permit on hire and obtain a Class "B" CDL within 6 months. Must maintain a valid Class "B" CDL, and also ASE certification in the following automotive areas: Heating/Air Conditioning, Electrical/Electronic, and Brakes; as a condition of continued employment. Employees with advanced levels of ASE and other certifications may be reclassified as Mechanic III, in accordance with the requirements approved by the City Manager.

## **Minimum Qualifications to Perform Essential Functions**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to heavy weight (5-100 lbs.)

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 automotive repair and technology that range from moderate to complex levels.

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

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

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

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 report preparation.

**Manual Dexterity:** 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 departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communications:** 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**

Has thorough knowledge of the standard practices and equipment of the automotive repair trade.

Has through knowledge of the assembly, operation, repair, and maintenance of automotive gas and diesel engines, mechanical and electrical systems, brakes, suspension systems, and aerial equipment.

Has thorough knowledge of heavy-duty automotive hydraulic equipment.

Has thorough knowledge of the occupational hazards and safety precautions associated with the trade.

Is able to diagnose problems and perform routine and complex maintenance and repairs on automobiles, trucks, and light and heavy equipment.

Is skilled in the use of shop tools and equipment.

Is skilled in troubleshooting defects in automotive equipment.

Is able to prepare and maintain accurate records.

Is able to communicate effectively, both orally and in writing.

Is able to read and interpret mechanical drawings, automotive diagrams, and wiring schematics on highly complicated electrical and charging systems.

Is able to work effectively with other employees, superiors, suppliers and municipal administrators.

**Disclaimer**

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