



City of Gulfport, Mississippi
Job Description

Auto Mechanic I – Equipment Maintenance Division
(AMCH)

Department: 335 – Garage Maintenance

EEO Class: Technical

Date Revised: 9.6.2011

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Auto Mechanic I performs work in the maintenance of gasoline and diesel powered automotive, construction, and other associated equipment.

Work involves responsibility of the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, small engines, lawn cutting equipment, and other standard and special automotive equipment operated by the City. Job assignments range from brake and front-end repairs, tire repairs, minor adjustments and body work, engine tune-ups, air conditioning services, and basic manufacturer maintenance services. Assignments are received from the garage maintenance foreman who also provides direction on more difficult work. Employees of this class are; however, expected to exercise independent judgment as to method of repair on most assignments. Follows work tasking on a work order and documents all work as required. Work is reviewed by a supervisor for acceptability in progress and upon completion.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Performs mechanical repairs and adjustments on power-trains, drive units and axles, brakes, steering, electrical, cooling, hydraulic, and related systems on lawn support, and light and heavy equipment.
- Performs motor tune-ups on gasoline or diesel powered engines.
- Replace components like: starters, alternators, exhausts, suspension, emission, and pumps and pulleys.
- Performs major and minor engine tune ups and adjustments.
- Replace universal joints, differentials, axles, transmissions and clutches;

rebuilds or adjusts components as required; may replace automatic or standard transmissions and clutches.

- Replace tie rods, steering sections, springs, and shock absorbers; replaces generators, alternators, regulators, starters, wiring, gauges; rebuilds or adjusts components as required.
- Repair and adjusts hydraulic systems; replace hydraulic motors, hoses, and fittings.
- May make emergency road calls to perform minor repairs on equipment or to tow disabled equipment to shop.
- Work may include minor welding or soldering assignments.
- Perform tire repairs and replacements: to include balancing.
- Operate a brake lathe for small to heavy duty trucks.
- Knowledgeable of the modern practices, methods, tools, and materials used in the maintenance and repair of automotive, construction, and lawn care equipment.
- Knowledgeable of the operating principles of gasoline and diesel engines, and of mechanical components of automotive, construction, and related equipment, to include the air conditioning and emission systems.
- Performs related work as required.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Basic knowledge of the occupational hazards and safety precautions of equipment repair work and large scale shop operations.
- Ability to diagnose defects in automotive, construction, and related equipment and to repair such defects with reasonable proficiency utilizing modern day scan tools and diagnostic test equipment.
- Ability to perform manual labor associated with major mechanical repair work in related equipment.

- Ability to follow oral and written instructions.
- Ability to clearly write, correct spelling, and document work done on reports.
- Skill in the use and care of tools, equipment and material used in the maintenance and repair of automotive, construction, and lawn care equipment.
- Skill in the use of power tools, drill presses, shop floor lifts, and normal occupational tools.
- Skill in the use of transmission flush and coolant flush machines.
- Skill in the use of modern diagnostic scan equipment, like Modus, Pegisys or laptop computers.

Education and Experience

High school graduate or equivalent. 2 years vocational college degree or 2 – 4 years hands-on experience. An appropriate combination of education and experience is preferred.

Required Licenses or Certificates

Must possess valid Mississippi driver's license.

Physical Demands and Working Conditions

Physical requirements listed are representative of those at a minimum that must be met by an employee to successfully perform the essential functions of this position.

Job includes frequent standing, walking and bending; using arm and back while performing functions of climbing, stooping, kneeling crouching, and occasional crawling. Must be able to routinely lift and/or move a minimum of 50 pounds. Visual acuity is required to see close, color, adjust to focus and depth perception. Hand and eye coordination and manual dexterity necessary to operate equipment. Good hearing ability is critical to adequately perform the functions of this job. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

Working conditions are those of a typical full-scale mechanic service/repair shop and employees are subject to engine exhaust fumes, airborne particles from grinding & drilling, toxic or caustic chemicals, welding operations hazards, moving in & around large machines & their moving mechanical parts.

Noise level is moderate to loud.

Must be able to pass a standard security back-ground check and must pass a required drug screening exam.

Job Tool Requirements

The Auto Mechanic I will be required to have his/her own personal tools in a lockable tool box of sufficient size to securely store all within. NOTE: A complete list of required tools will be provided upon hire. Large pneumatic & electrical tools & equipment will be provided by the City.