



CITY OF JASPER
JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. **Job Title:** MECHANIC
2. **Department:** Fleet **Division:** N/A
3. **FLSA Classification:** Non-Exempt **Pay Grade:**

B. INTRODUCTORY STATEMENT

This position is responsible for performing work to maintain and repair city vehicles and equipment.

C. ESSENTIAL JOB FUNCTIONS

1. Performs routine maintenance including rotating tires, checking fluid levels and changing oil.
2. Inspects vehicles/equipment based on user complaints, to diagnose issues.
3. Identifies mechanical and electrical problems with both computerized diagnostics and the naked eye.
4. Determines appropriate repair measures based on research and past experience.
5. Repairs or replaces broken or dysfunctional parts to fix issues.
6. Maintains equipment and tools in good condition.
7. Performs other related duties as assigned.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements
 - a. Knowledge Skills and Abilities
 1. Knowledge of the techniques, equipment and procedures used in the repair of vehicles and equipment.
 2. Knowledge of vehicle diagnostic systems and methods.
 3. Knowledge in handling various tools, vehicles and heavy equipment.
 4. Knowledge of city and department policies and procedures.
 5. Skill in the operation and maintenance of a variety of equipment and vehicles.
 6. Skill in problem solving, troubleshooting and critical thinking.
 7. Skill in interpersonal relations.
 8. Skill in oral and written communication.
2. Responsibility
 - a. This position has no supervisory responsibilities.

3. Personal Work Relationships
 - a. Contacts are typically with co-workers, vendors, suppliers and other city employees.
 - b. Contacts are typically to exchange information, resolve problems and provide services.
4. Physical Effort and Work Environment
 - a. The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.
 - b. The work is typically performed indoors or outdoors, sometimes in cold and inclement weather. The employee is exposed to noise, dust, dirt, grease and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.
5. Guidelines
 - a. Guidelines include city and department policies and procedures, safety regulations and operation manuals. These guidelines are generally clear and specific, but may require some interpretation in application.
6. Complexity and Scope of Work
 - a. The work consists of related technical and maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the work.
 - b. The purpose of this position is to maintain vehicles and equipment in a variety of department operations. Successful performance contributes to a safe and well-maintained city fleet.
7. Minimum Qualifications
 - a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
 - b. Experience sufficient to thoroughly understand the work of an automotive garage and the ability to answer questions and resolve problems, usually associated with one to three years' experience or service.
 - c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
8. Supervisory Controls
 - a. The Public Works Manager assigns work in terms of general instructions. The manager spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Mechanic with the City of Jasper.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date