

City of Lake City, FL

Classification Description

Classification Title: MECHANIC
Department: FLEET SERVICES

Pay Grade: 4
FLSA Status: Non-Exempt

General Description

This is skilled work in the general and major repair of cars, trucks, and other City equipment. Work is performed under the general supervision of the Public Work Director.

Nature of Work

Essential Functions:

- Performs mechanical and service work on all City vehicles, trucks and other equipment such as: front ends; four-wheel brake job; tire replacement/repair; electrical repair; tune-ups; carburetors/FI repairs; drive train repairs; diesel repair/minor service, etc.
- Performs vehicle evaluation for preventative maintenance and tests equipment for proper operation.
- Picks up and delivers vehicles to various vendors. Drives and operates the tow truck.
- Repairs parts on vehicles and equipment.
- Makes outside service calls.
- Performs paint and body work on equipment and vehicles.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, construction equipment.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of

cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of construction, assembly, adjustment and maintenance of a wide variety of automotive, truck and equipment;
- Knowledge of all types of shop tools;
- Ability to follow directions and have a mechanical aptitude;
- Ability to repair gas and diesel motors and pumps;
- Ability to diagnose the defects of worn or broken parts on engines;
- Ability to perform tune-ups; electrical, brake, minor air conditioning, cooling system exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance; and
- Skill in applying methods and techniques in the use of automotive or diesel repairs.

Minimum Qualifications: Must be a high school graduate or possess a General Equivalency Diploma (GED) and have at least two (2) years mechanical experience in the automotive/truck repair field. Must obtain Automotive Service Excellence (ASE) Certification within six (6) months of employment. Must possess a valid Class "A" Commercial Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Distinguish Colors
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation

Environmental Conditions:

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes, grease, or oils, electrical energy
- Works on slippery surfaces
- Works with moving objects or vehicles

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SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature

This job description was approved by Council 11/20/2023 (3 pages)

