JOB DESCRIPTION

AUTOMOTIVE TECHNICIAN II

Department:	Public Works	**Classification/Grade:**	20
Division:	Vehicle Maintenance	**FLSA Status:**	Non-Exempt
Reports to:	S&D, Fleet Division Manager	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the positions/class and do not necessary convey the qualifications of incumbents within the position/class.

DEFINITION

Perform semi-skilled and skilled journey level work in the mechanical repair and maintenance of light and heavy gasoline and diesel driven and other mechanical equipment; maintains records; maintains clean organized working environment; maintains and organizes shop tools and equipment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation. Any one position may not include all of the duties listed nor do the listed examples include all tasks that may be found in positions of this class.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Repair and maintain all City of Mesquite vehicles, including gasoline engines, diesel engines, drive train and axles, air brakes, hydraulic brakes, suspension and steering, electrical/electronic systems, heating and air conditioning.
3. Inspect and test equipment at prescribed intervals of time and usage or upon malfunction or breakdown.
4. Disassemble, inspect and replace worn or broken parts. Fits and adjusts new or repaired parts.
5. Test drives repaired equipment.
6. Use of hoist wrenches, gauges, drills, or other specialized auto mechanic tools and equipment.
7. Fuel, oils, and greases motor vehicles; changes filters.
8. Maintain parts usage records and orders repair parts from designated suppliers.
9. Steam clean, wash vehicles, change oil, lubricate vehicles: check and replace batteries, battery cables, fan belts, and wiper blades: tune up gasoline and diesel engines.
10. Check all vehicles for proper air pressure in tires including spare tire, Fire extinguishers for certification and to make sure they are charged, proper insurance papers in glove box, and proper logo and stickers on vehicles.
11. Be dependable and meet acceptable attendance requirements at all times.
12. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Notify supervisor of potentially dangerous equipment; discusses corrective action taken.
B. Maintains parts usage records and orders repair parts from designated suppliers
C. Attend seminars as required or needed.
D. Perform other related duties as assigned.
E. Perform Streets & Drainage Maintenance Worker duties as required.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Operating and repair characteristics of the entire range of city-owned light and heavy equipment.
- Use of a variety of hand and power and equipment with skill.
- Preventative maintenance practices and methods..
- Gasoline and diesel engines, fuel systems, transmissions, hydraulics, and related mechanical systems.
- Mechanical parts and material used in the repair and maintenance of heavy equipment and vehicles.
- Federal, state and local transportation regulations.
- Occupational health, safety and environmental regulations that apply to heavy equipment and vehicles.

Ability to:

- Work independently in the absence of supervision.
- Understands the use of electric and powered tools such as drill or impact wrench; brake lathe; drill press and common hand tools with skill.
- Read and comprehend technical service manuals, wiring diagrams and parts books.
- Understand Federal, State and local regulations.
- Prepare and maintain accurate records, reports and work orders.
- Communicate effectively orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Prioritized projects and work orders. Be able to work on several assignments simultaneously.
- Work non-standard hours such as evenings, weekends and holidays.

Special requirements

Residency requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. Certified post high school training in a public or private trade school, technical institute, community college, or in an apprenticeship program.

Experience: Minimum of two years experience as an automotive technician, engine machinist, or medium/heavy truck technician.

Training: Two (2) years experience and training in automobile/truck repair. Note: Continual successful completion of supplemental classes is required to perform job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “B” driver’s license with N endorsement. (Employee will be subject to random and other alcohol and drug testing).

WORKING CONDITIONS:
Work is performed under the following conditions:
Duties are primarily performed in the shop, may be required to work outside in varying weather conditions and may be required traveling to emergency sites to assure equipment operation.

Physical Requirements:
Physical demands include standing or bending over vehicles, climbing ladders or large equipment, work in cramped spaces for long periods of times with arms extended. Must carry/lift loads ranging in weight from 50-75 lbs.

Job Hazards/Risk Factors::
Employees risk physical hazard from mechanical and electrical equipment, exhaust fumes, hot motors and objects, grease, chemicals, solvents, toxic agents, greases, oils, and hazards associated with the operation of vehicle maintenance shop

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2004
September 2004
June 2013 (Safety Sensitive)