

**CITY OF AUSTELL
DEPARTMENT OF PUBLIC WORKS
CLASSIFICATION DESCRIPTION**

Class title:	Assistant Mechanic	Job Code Number:	5009
Department:	Public Works	Pay grade:	16
Division:	Fleet Maintenance		

GENERAL PURPOSE

Performs skilled work in maintaining the vehicles and mechanical equipment of all City departments.

SUPERVISION RECEIVED

Works under the general supervision of a City Mechanic and/or Assistant Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tool.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.

Cuts and welds metal.

Change and repair tires and tubes.

Evaluates status of mechanical equipment, vehicles and mechanical systems.

Help manage the maintenance of departmental parts inventory.

Oversees an ongoing preventive maintenance plan for all City vehicles and equipment.

Provides emergency field assistance to disabled vehicles and equipment as needed.

Assist in the preparation of bid specifications for vehicles and mechanical equipment.

Maintains records in accordance with the Georgia Records Retention Schedule, prepares reports and other specialized maintenance of record of vehicles, equipment and mechanical equipments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED equivalent, plus some specialized training and certifications in mechanics, maintenance management, and or a closely related field.
2. Three (3) years of experience relating to construction, maintenance or repair.
3. Equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of automotive mechanics.
2. Considerable knowledge of gas and diesel engines, transmissions, hydraulics, generators, and welding.
3. Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
4. Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
5. Knowledge of the mechanical functions on a wide variety of vehicles and equipment.
6. Knowledge of preventive and corrective maintenance procedures.
7. Knowledge of record-keeping systems.
8. Skilled in interpersonal relations. Skilled in operation of a wide variety of tools and equipment.
9. Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
10. Ability to carry out assigned projects to their completion.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to establish and maintain effective working relationships with employees, supervisors, vendors, and the public.
13. Some diagnostic skilled.

SPECIAL REQUIREMENTS

Valid Georgia driver's license and CDL certification, or ability to obtain one within one (1) year of hire date.

TOOL AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minors repairs and routine maintenance of motorized vehicles; electronic vehicles diagnostic equipment; personal computers, calculator, telephone and mobile communication radio.

PHYSICAL DEMAND

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand, walk and use hand and fingers, handle, feel or operate objects, tool or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl; and talk or hear and smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal applications, rating of education and experience, oral interview and reference and background check. The City of Austell is a Drug-free workplace, and if selected; an employment physical and drug screen will be required.

Classification description
Department of Public Works
Assistant Mechanic

The duties listed herein are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute as an employment agreement between the City of Austell and the applicant and is subject to be changed by the City of Austell as the needs of the City of Austell and requirements of the job change.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.