



TOWN OF SURFSIDE MECHANIC

DEPARTMENT: PUBLIC WORKS

NON-EXEMPT

GENERAL DESCRIPTION:

Skilled work in the general and major repair of cars, trucks and other Town equipment. Work is performed under general supervision of the Public Works Director.

ESSENTIAL JOB FUNCTIONS:

1. Performs mechanical and service work on all Town vehicles including Police cars, trucks and other equipment such as: front ends; four wheel brake job; tire replacement/repair; electrical repair; tune-ups; carburetors/fuel injection repairs; drive train repairs; diesel repair/minor/service, radiators, hydraulic hoses, cylinders, etc.
2. Picks up and delivers vehicles to various vendors. Drives and operates the tow truck.
3. Repairs parts on vehicles and equipment.
4. Performs body work on equipment and vehicles.
5. Checks Town gas storage tank.
6. Orders gasoline and other automotive supplies.
7. Welds as needed.
8. Maintains various records.
9. Performs other duties as assigned.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of construction, assembly, adjustment and maintenance of a wide variety of automotive, truck and other equipment.
- Knowledge of all types of shop tools involving automotive repair.
- Ability to follow directions and have a mechanical aptitude.
- Ability to repair gas and diesel motors and pumps.
- Ability to diagnosis 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.
- Skill in applying methods and techniques in the use of automotive or diesel repairs.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. At least ten (10) years mechanical experience in the automotive/truck repair field.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess a valid Class "A" Florida Commercial Driver's License.
A.S.E. Certified in the truck and automotive field.

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.
- Slippery surfaces.
- With moving objects or vehicles.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 5/5/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____