

# CITY OF GREENACRES

## POSITION DESCRIPTION

<b>Position Title:</b> Mechanic	<b>Job Code No.:</b> 7051
<b>Department:</b> Public Works	<b>Classification:</b> Non-exempt
<b>Full-Time</b> <input checked="" type="checkbox"/> <b>or Part-Time</b> <input type="checkbox"/> (check one)	<b>Hours/wk or Shift:</b> 40
<b>Reports to:</b> Vehicle Maintenance Supervisor	<b>Effective Date:</b> 04/01/05
<b>Directly supervises:</b> N/A	<b>Revised:</b> 04/20/11

---

**Position Summary:** Skilled work in the maintenance and repair of light, medium, and heavy-duty gasoline and diesel vehicles, and related equipment.

---

### **Essential Duties and Responsibilities:**

*(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)*

- Performs preventive maintenance on vehicles and equipment.
- Inspects, tests, diagnoses, and repairs vehicle/equipment systems and components.
- Conducts diagnostic computer testing to assist in identifying electrical or mechanical problems, and consults with supervisor about repairs.
- Repairs/overhauls gasoline and diesel engine equipment.
- Performs general welding work, including cutting, fabricating, and repairing metal.
- Performs general cleaning/maintenance tasks necessary to keep tools, equipment, and facility clean and organized.
- Follows safety procedures, utilizes safety equipment and personal protection equipment, and monitors work environment to ensure safety.
- Oversees trustees.
- Makes service calls as needed.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities Requirements:**

- Knowledge of:
  - Maintenance and repair of gasoline and diesel engines/equipment.
  - Vehicle electronic/electrical and mechanical systems.
  - Repair of hydraulic systems.
  - Safety procedures, occupational hazards, environmental regulations and compliance thereof, and safety precautions of the trade.
  - Basic computer skills such as data entry, electronic (email) communication, and word processing.
- Ability to:
  - Communicate effectively both verbally and in writing.
  - Follow safety rules and regulations of the City and the Department.
  - Work from specifications and schematics.

- Interpret and apply rules and regulations.
- Maintain effective working relationships with other City Departments, public agencies, and the general public.

**Education and Experience Requirements:**

- High School Diploma/GED and training which provides the required knowledge, skills, and abilities to perform efficiently.
- Minimum of three (3) years experience in automotive and small engine equipment repair and maintenance.
- Possession of multiple ASE certifications desired or ability to obtain within six (6) months of employment.
- Florida CDL Class B License with air brake and water tanker endorsement or ability to obtain within 6 months of employment.

**Physical Requirements/Working Conditions:**

- Frequent lifting and moving of objects up to fifty (50) pounds.
- Occasional lifting and moving of heavy objects with mechanical assistance.
- Perform inspections and observations of vehicle/equipment repairs which may include driving, stooping, kneeling, crawling, squatting, lifting, bending, turning, and working in tight spaces.
- Good manual dexterity.
- Working conditions are a combination of indoor/outdoor environmental conditions on a daily basis at times without effective protection from the weather.

**Tools and Equipment Used:**

- City vehicles
- Pneumatic tools
- Welding equipment
- Electronic diagnostic equipment
- Hand and power tools
- Radio and telephone equipment
- Computer/printer/various software programs
- Fax machine

---



---

*The position description does not constitute an employment agreement, and is subject to change by the employer or the needs of the employer and requirements of the job change.*

Approved by: /s/ Wadie Atallah  
 City Manager

Date: 4/20/11