



<b>Job Title:</b>	<b>Mechanic I</b>	<b>Department/Loc:</b>	<b>Automotive Garage</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>August 9, 2022</b>
<b>Reports To:</b>	<b>Fleet Maintenance Manager</b>	<b>Classification:</b>	<b>107</b>

### **Position Summary**

The purpose of the class is to provide minor mechanical repairs to the City's vehicles. The class is responsible for repairing brakes and tires, water and fuel pumps, and performing other minor automotive service. Under direct supervision, performs entry-level skilled tasks in the maintenance services as necessary.

### **Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Maintains all Public Safety vehicles and/or utilities, parks, and sanitation vehicles as assigned; performs efficient service and/or repair ensuring consistency of operations; may assist with maintenance work on other City vehicles as needed
- Inspects tires for punctures and thread depth; balances and repairs tires; services brakes, water and fuel pumps, and starters; performs tune-ups on, overhauls, repairs or replaces automotive parts and equipment; maintains tire inventory.
- Performs general overhaul and repair of all types of gasoline and diesel engines; completes such tasks as replacing pistons, valves, piston rings, bearings and crank shafts, serving standard transmissions, etc.
- Operates several types of equipment, including but not limited to a forklift, specialized mechanic's tools, car lift, air compressor, car, mobile radio, welding torch and paint gun, electric and mig welder, etc.
- Performs general preventative maintenance on automotive equipment such as checking fluid levels, tire pressure, etc.; ensures that same are kept clean and in proper operating condition.
- Performs a variety of small electrical repairs; may perform repair, painting and detailing of body work as necessary; may perform repairs to and/or services to all truck and automobile tires including multi-rims.
- Responds to all field service calls performing repair work as necessary.
- Maintains a clean shop and surrounding area at all times observing safety rules and precautions; cleans equipment and shop area.
- Completes work order requests assigned by supervisor

### **Position Responsibilities- Non-Essential/Other**

- Other duties as assigned

### **Essential Skills and Experience**



- Requires 1-2 years' experience in automotive mechanics and diagnostic skills or a related area or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Requires high school or GED or specialized vocational training.
- Must possess a valid South Carolina class 1 driver's license with a good driving record.

### Beneficial Skills and Experience

#### DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

#### PEOPLE INVOLVEMENT:

Requires speaking to people to convey or exchange information of a general nature.

#### INVOLVEMENT WITH THINGS:

Requires repairing machinery that requires extended training and experience such as automobiles and trucks.

### Mental & Physical Demands- ADA Guidelines

#### Physical Demands

- |                 |            |                        |            |
|-----------------|------------|------------------------|------------|
| • Sit           | Constantly | • Reach Above Shoulder | Constantly |
| • Walk          | Constantly | • Climb                | Constantly |
| • Stand         | Constantly | • Crawl                | Constantly |
| • Handling      | Constantly | • Squat or Kneel       | Constantly |
| • Reach Outward | Constantly | • Bend                 | Constantly |

#### Lifting Requirements

- |                     |            |                 |              |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Constantly | • 51-100 pounds | Frequently   |
| • 11-20 pounds      | Constantly | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Constantly |                 |              |

#### Pushing and Pulling Requirements

- |                     |            |                     |              |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Constantly | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Constantly | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Constantly |                     |              |

#### Definitions

- |              |                |   |
|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

#### ENVIRONMENTAL HAZARDS:



The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined spaces.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed