



<b>Job Title:</b>	<b>Mechanic II</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 Manger</b>	<b>Classification:</b>	<b>109</b>

**Position Summary**

The purpose of the class is to provide maintenance and repairs to the City’s vehicles. The class is responsible for repairing automobiles, trucks, and other automotive parts and equipment. The class works within a general outline of work to be performed; under general supervision performs advanced skilled tasks in the maintenance and repair of automotive and related equipment. Assists in the overall management of equipment maintenance services as necessary. Reports to the Fleet Maintenance Manager.

**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 Police Department vehicles and/or utilities, parks, roads and sanitation vehicles, as assigned; performs efficient service and/or repair ensuring consistency of operations; may assists with maintenance work on other City vehicles as needed.
- Responds to all field service calls performing repair work as necessary; 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.; Performs tune-ups on, overhauls, repairs or replaces automotive parts and equipment.
- Instructs lower level mechanics.
- Operates several types of equipment, including but not limited to a fork lift, specialized mechanic’s tools, car lift, air compressor, crane, mobile radio, welding torch, electric and mig welder, etc.
- Prepares automotive repair work orders to plan work procedures, using charts, technical manuals and experience.
- Inspects, repairs and maintains functional parts of automotive equipment; diagnoses malfunctions.
- Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.
- Submits requests for new parts and equipment.
- Maintains a clean shop and surrounding area all times observing safety rules and precautions; cleans equipment and shop area.
- Performs a variety of electrical repairs.

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

- Other duties as assigned

**Essential Skills and Experience**

Requires 3-5 years’ experience in automotive mechanics and diagnostic skills or a related area. Complete troubleshooting electric components or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must show with proficiency automotive fuel system and ABS braking.

- 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 exchanging 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.*

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