

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Vehicle Mechanic I and II
DEPARTMENT: Various
REPORTS TO: Various

SALARY GRADE: 12 & 14
FLSA STATUS: N
DATE: 07/2014

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general supervision, performs skilled mechanical work in the diagnosis, maintenance and repair of vehicles, light and heavy equipment, and installation and maintenance of computerized equipment in vehicles. Incumbent is responsible for performing fleet maintenance on all vehicles and light/heavy equipment which includes pre-maintenance, repairs, inspections, vendor negotiations and researching and assisting with vehicle purchasing and liaison with manufacturers and insurance companies.

ESSENTIAL JOB FUNCTIONS:

Diagnoses problems and determines the extent of repairs or adjustments needed for vehicles and light/heavy equipment;

Maintains, adjusts, repairs, rebuilds and overhauls operating systems including but not limited to, electrical charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking, and steering systems;

Maintains, adjusts, repairs, rebuilds and overhauls components such as engines, transmissions, drive shafts, differentials, brakes, radiators and bodies;

Inspects, adjusts and replaces parts, including valves, pistons, bearings, cylinders and fuel and exhaust systems;

Inspects and repairs electrical systems and equipment such as generators, distributors and starters;

Inspects and repairs brakes, vehicles suspensions and wheel systems and assemblies;

Installs vehicle emergency equipment and 2 way radio communication equipment;

Develops preventive maintenance plan and schedules preventive maintenance work;

Negotiates and oversees vendors as they perform specialized work on City vehicles or provide services/supplies to the City;

Prepares and maintains a budget to cover purchases, repairs and preventive maintenance work;

Order supplies and vehicle parts to maintain vehicles and a working stock.

IMPORTANT JOB FUNCTIONS:

Paints new vehicles and applies vehicle graphics.

Repairs vehicle body damage.

Maintains vehicle and equipment maintenance records;

Ensures all vehicles/equipment are road worthy.

Installs and repairs computerized equipment in vehicles.

Regularly meet with senior staff to discuss goals and objectives surrounding vehicles and their vehicle maintenance.

Acts as a point of contact for insurance companies to ensure City vehicle claims are adjusted and repaired.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle Hydraulic Lift Scanners/Auto Computers Welding Machine Air Tools Hand Tools
Ohm Meters Personal Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

At the Level I:

Completion of high school or equivalent with training as a mechanic desirable; and

Five years of progressively responsible experience as a mechanic; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

At the Level II:

Completion of high school or equivalent with training as a mechanic desirable; and

Seven years of progressively responsible experience as a mechanic; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications: *(Varies with assignment)*

ASE (Automobile Service Excellence) certified in at least four specialized areas of automotive mechanical repairs.
MACAS-CFC (Air Conditioning Certification)
Maryland CDL Class B
Maryland State Inspector
Automobile Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES: *(Varies with assignment)*

Knowledge of:

The equipment, tools and practices of the automotive mechanic trade;

The operating principles of gasoline and diesel engines, transmissions, differentials and other major components of automotive vehicles and equipment;

The occupational hazards and the safety precautions of the automotive mechanical trade; extensive knowledge and skill in maintaining and repairing automotive vehicles;

The ability to use and understand vehicle maintenance software.

Skill in:

Working with specialized vehicles with sophisticated computerized systems;

The use and operation of related tools and machinery;

Mental and Physical Abilities:

Ability to make repairs and adjustments to equipment.

Ability to keep records and prepare reports.

Ability to understand and follow oral and/or written instructions.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle, or feel; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; push, pull and/or lift up to 50 pounds.

Working Conditions:

Work is performed in the field and warehouse exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.