Job Description

Job Title:	Automotive Technician I	Classification:	Classified
Department:	City Manager	Grade:	160
Occupational Group:	Drivers, Fleet Mechanics & Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs basic journeyman-level maintenance and repair; inspects and diagnoses city vehicles and equipment affecting proper repair and maintenance; performs most automotive repairs under limited supervision and oversight.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Inspects, diagnoses, and repairs a variety of equipment such as power mowers, small power equipment, tractors, automobiles, and trucks.
2. Performs a wide variety of vehicle maintenance activities. Diagnoses and repairs braking, electrical, air conditioning, and cooling systems.
3. Services and tunes engines, overhauls and rebuilds transmissions, rear-end assemblies, carburetors, fuel injectors, fuel and water pumps, hydraulic systems, and entire engines.
4. Installs clutches, shock absorbers, radiators, lights, electrical components, and other parts as needed.
5. Maintains records of repairs completed, parts used, miles driven, and time worked for vehicles serviced.
6. Locates and purchases parts needed for maintenance and repairs; picks up parts from vendors when required.
7. Test drives vehicles to ensure repairs are completed correctly before returning the vehicle to service.
8. Contributes effectively to the City Manager's Department, communicates effectively with co-workers, both within the Department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Fabricates and installs custom/special use equipment, including some welding when necessary.
- Cleans shop area as needed.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods, principles, practices, tools, and materials of the mechanic's trade; principles and mechanics of internal combustion engine parts and supplies needed to perform a variety of

maintenance and repairs on automotive equipment/vehicles; local vendors parts and supplies inventory generally available for maintenance and repairs on automotive equipment and vehicles.

Skill in: Establishing and maintaining effective working relationships with other City employees and automotive parts/supplies vendors; operating a variety of technical diagnostic equipment used on automotive equipment; diagnosing, maintaining, and repairing a variety of automotive equipment/vehicles; understanding and following complex directions and instructions; operating a variety of motorized equipment and vehicles; using hand and power tools associated with the diagnosis, maintenance, and repair of automotive equipment/vehicles.

Education: High school diploma or GED equivalent required.

Experience: Four years of industry-level automotive or diesel repair experience or two years of education in an accredited automotive technician program with one year of industry-level automotive or diesel repair experience.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with the appropriate endorsements within 90 days of appointment. ASE certification is preferred, but not required.

Physical Demands Requirements and Working Conditions

Must possess mobility to work in and around City automotive shop facilities, to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces and around machines, motors, equipment and to inspect, assemble, troubleshoot, maintain, and repair a variety of automotive equipment and vehicles; vision to read printed materials, a computer screen and inspect parts, motors, and vehicles; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach when completing maintenance and repairs. Employees must possess the ability to lift, carry, twist, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work both indoor and outdoor environments and are exposed to loud noise levels, extreme cold and hot temperatures, dust, mechanical, chemical, and electrical hazards, and hazardous physical substances and fumes; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and job title
Revision details: City-wide job description revision and updates; job title change from Automotive Mechanic I.	