

# INTERNAL JOB ANNOUNCEMENT

November 8, 2023

**Position:** Vehicle and Equipment Mechanic

**Salary Grade:** Munis Level 7

**Department:** Fleet

**Closing Date:** Tuesday 11/14/23 @ 5:00 pm

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## Vehicle and Equipment Mechanic

### General Definition of Work

Performs intermediate skilled trades work maintaining and repairing automotive and construction equipment, troubleshooting problems, maintaining records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Fleet Maintenance Superintendent.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequent standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

### Essential Functions

- Analyzes, inspects and repairs the City's equipment including engine, transmission, differential, brakes, airbrake systems, hydraulic systems, air conditioning systems, electrical systems; etc.
- Performs preventive maintenance and repairs on a variety of vehicles and equipment including automobiles and various other types of equipment.
- Manages tire inventory; ensures all equipment is updated with new tires.
- Performs scheduled preventive maintenance such as tune-ups, checking lights, tires, brake linings, wiper blades, horns, suspensions, etc.
- Welds and fabricates mounting snow plows, hooks, tool box bins, ladder racks and other equipment.
- Cleans and maintains shop and equipment.

### Knowledge, Skills and Abilities

Thorough knowledge of the methods, tools and equipment used in the repair and maintenance of automotive passenger cars, trucks, construction and maintenance equipment; general knowledge of necessary safety precautions; skill in the use and operation of tools and machinery used in automotive repair work; ability to detect by inspection worn or broken parts; ability to keep records of repairs and service operations; ability to adapt available tools and parts to specific repair problems; ability to follow oral and written instructions accurately; ability to lift heavy objects; ability to establish and maintain effective working relationships with associates.

### Education and Experience

High school diploma or GED and moderate experience as a vehicle or equipment mechanic, or equivalent combination of education and experience.

### Special Requirements

Obtain an appropriate commercial driver's license valid in the State of Tennessee within 6 months of hire.

**To be considered for the position**, an Internal Application for Promotion or Transfer must be completed and received in Human Resources by the closing date. Applications for employees who have been in his / her position for less than 1 year must have Managing Director signature.