

Position Code: 4745	FLSA Status: Non-exempt
Pay Code: 1	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide specialized maintenance of City motorized vehicles and equipment. The class is responsible for preventive maintenance, major and minor repairs, vehicle modifications, maintenance documentation, and parts inventories. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

TYPICAL TASKS

- Inspects heavy vehicles and equipment and performs preventive maintenance.
- Inspects, sets-up, and otherwise prepares new vehicles and equipment to be placed in service.
- Performs routine minor maintenance such as tire change, timing, adjusting, and lubricating.
- Performs major repairs such as engine overhaul, transmission repair, and service and repair of complex sub-assemblies of heavy equipment such as hydraulic, electric, or vacuum systems.
- Diagnoses, adjusts, repairs and services heavy-duty fire and pump apparatus and aerial truck hydraulic systems.
- Performs servicing of vehicles such as changing tires, batteries, wiper blades, or other.
- Performs flat, vertical, and horizontal welding; brazes, solders, and coats nonferrous metals; inspects, brushes, and grinds welds.
- Performs brazing, soldering, and acetylene burning; welds automotive equipment.
- May perform vehicle modification such as installing or removing special equipment, or other modifications and fabricate parts as required.
- May perform State safety inspections as required.
- May lead, train, advise, and assist less experienced personnel or subordinates.
- Monitors and maintains supplies of parts and materials; orders replenishment as required.
- Performs shop or area maintenance such as general clean up.
- Prepares documentation for maintenance activities such as repairs, parts used, cost, and other information.
- Provides advice and assistance to vehicle or equipment operators as necessary.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizing, tabulating, or formatting data or information in accordance with a prescribed schema or plan, to facilitate the identification and extraction of useful information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules and systems, with almost constant problem solving.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, or volumes; may compute ratios, rates, or percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports and forms; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in automotive mechanics, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of closely related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must be able to obtain a Class A CDL and ASE Certification within probationary period.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 2/7/14