

# CITY OF CHATTANOOGA

## Classification Specification Title: Automotive Mechanic 1

**Department: Public Works**

**Pay Grade: GS.07**

**Supervision Received From: Fleet Shift Supervisor**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 4/05/24**

**Revision Dates: 8/27/24**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing routine maintenance and repair of City vehicles and equipment. Duties may include performing preventive maintenance, changing starters, batteries and belts; changing fluids; performing alignments; assisting journey level mechanics and cleaning shop areas. Work is performed with moderate supervision.

### SERIES LEVEL:

The Automotive Mechanic 1 is the first level of a four-level fleet services series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Performs vehicle servicing activities which includes changing oil, checking fluid levels, inspecting brakes, chassis components and tires and performing other related activities on equipment ranging from 1 Ton and below. Logs result in appropriate forms.

Responds to emergency calls for vehicle service in the field; may transport equipment and vehicles.

Changes and repairs tires on City trucks and vehicles.

Evaluates, detects and diagnoses major and/or minor electrical and mechanical problems on vehicles and/or equipment and implements required repairs which includes replacing starters and generators; realigning brakes and front ends; adjusting clutches; repairing air conditioning; installing thermostats and water pumps; greasing fittings and/or performing other related activities.

Performs preventive maintenance on vehicles and/or equipment which includes refilling lubricants; tuning up engines; replacing worn parts; inspecting vehicles and equipment for safety hazards and/or performing other related activities.

Participates in performing major overhauls which includes rebuilding alternators; removing and reinstalling transmissions and/or performing other related activities.

Installs and repairs auxiliary emergency lights, cameras and/or other related equipment.

Uses and maintains a full set of hand, power and shop tools and equipment related to the work; observes safe work methods and utilizes safety equipment related to the work.

Assists in performing welding, cutting and fabrication of metal materials for heavy and light equipment repairs and/or modifications.

Monitors and maintains inventory of applicable fleet maintenance supplies, inventory and equipment.

Assists in cleaning and maintaining fleet shop area.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position requires rotating on call availability to support after hour service calls for the Chattanooga Police Department.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year of preventive maintenance experience required. Any combination of vocational/technical training in equipment or automotive mechanics and/or experience may be combined to satisfy the required experience, or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

This is a career ladder position. This position will receive an automatic progression to Automotive Mechanic 2 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

**LICENSING AND CERTIFICATIONS:**

Valid Tennessee Driver's License.

Must be able to obtain and maintain ASE Brake Certification (A5) within one (1) year of employment.

**KNOWLEDGE & SKILLS:**

Knowledge of methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline powered vehicles; diagnostic devices utilized in identifying vehicle and/or equipment malfunctions; the operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field; safe work methods and safety regulations pertaining to the work; basic shop mathematics and tire changing techniques.

Skill in maintaining and repairing vehicles and equipment; detecting and diagnosing vehicle and equipment malfunctions; performing routine vehicle maintenance activities to applicable vehicles and equipment; operating and maintaining a wide variety of hand, power and shop tools and equipment used in the work; understanding and following oral and written instructions; preparing basic records and reports; reading and interpreting manuals, specifications and drawings and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

The City of Chattanooga provides an annual tool reimbursement of \$1,200.00 after the first completed year of employment as an Automotive Mechanic 1 in addition to providing uniforms and safety boots at no cost to the employee.

**PHYSICAL DEMANDS:**

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures and intense noises.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.