



City of Gulfport, Mississippi
Job Description

Auto Mechanic (AMF)

Department: 290 - Fire

EEO Class: Skilled Workers

Date Revised: 3.9.2012

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Auto Mechanic performs skilled mechanical work in the maintenance and repair of fire apparatus, related equipment, gasoline and diesel powered automotive and other associated equipment.

Work involves responsibility of the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, fire trucks [apparatus] and other standard and special automotive equipment. Job assignments range from minor adjustments to complete engine overhauls and component rebuilds.

Employees of this class are, however, expected to exercise independent judgment as to method of repairs on most assignments. Work is reviewed by a supervisor for acceptability in progress and upon completion.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Diagnoses and repairs of fire apparatus engines, pumps, electrical and hydraulic systems, brake repairs, drive trains, various types of valves and valve control assembly for fire pumps and hydraulic aerial operation systems, transmissions and steering systems.
- Performs mechanical repairs and adjustments on small engines, portable pumps and generators.
- Perform major and minor engine tune ups and adjustments.
- Must possess and maintain a complete set of hand tools, testing equipment and minor shop tools.
- The absence of the specific statement of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.
- Receives assignments are received from the Fire Apparatus Specialist who may also provide some direction on more difficult work.
- Performs related work as required.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of the function and design of fire pumps, along with the associated hydraulic and electrical systems.
- Understanding of heavy duty suspension systems and be able to perform basic metal fabrication skills. Incumbent should possess good diagnostic skills relative to the repair and maintenance of automotive systems.
- Knowledge of internal combustion engines and their operation; diagnostic skills in trouble shooting of engine pump brake and hydraulic problems; knowledge of occupational safety requirements; knowledge and use of welding equipment [gas and electric].
- Ability to follow oral and written instructions.
- Ability to clearly write, correct spelling, and document work done on reports.
- Skill in the use and care of tools, equipment and material used in the maintenance and repair of automotive.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school graduate or equivalent. Three (3) years of automotive maintenance and repair experience is required; technical automotive experience may be substituted for the above education requirement on a year-for-year basis. A comparable amount of training and experience may be substituted for minimum qualifications as approved by Deputy Fire Chief – Operations and/or Director of Fire. Prior experience in diesel engine maintenance and repair.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license. Must be capable of becoming EVT (Emergency Vehicle Technician) Certified.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to drive heavy vehicles and equipment. Subject to work weekends, holidays, callbacks, natural disasters and sometimes mandatory extended work hours. Fire Department Mechanics are subject to be dispatched at anytime. Subject to perform strenuous tasks sometimes under duress and in a variety of situations; work in all types of weather conditions and situations sometimes using power and hand tools.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity

necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.

Job Tool Requirements

The Auto Mechanic I will be required to have his/her own personal tools in a lockable tool box of sufficient size to securely store all within. NOTE: A complete list of required tools will be provided upon hire. Large pneumatic & electrical tools & equipment will be provided by the City.