



City of Gulfport, Mississippi
Job Description



Auto Mechanic II – Equipment Maintenance - Repair Division (AMCHII)

Department: 335 – Garage Maintenance

EEO Class: Technical

Date Revised: 08/14/2019

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Auto Mechanic II performs work in the maintenance of gasoline and diesel powered automotive, medium and light construction equipment, and other associated equipment.

Work involves responsibility of the performance of skilled tasks in the mechanical maintenance of automobiles and the preventative maintenance of: trucks, tractors, medium size equipment, lawn care equipment, and other standard and special automotive and construction equipment operated by the city. Job assignments range from minor adjustments to complete component replacements and simple component rebuilds. Assignments are received from a superior who may also provide some direction on more difficult work. Employees of this class are; however, expected to exercise independent judgment as to method of repair on most assignments. Supervision may review work for acceptability while 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.

- Performs mechanical repairs and adjustments on power-trains, drive axle components, brakes, steering, electrical, heating and cooling, and related systems on light equipment and lawn care equipment.
- Does component change outs on gasoline or diesel powered engines.
- Turns large and small brake drums and rotors on a brake lathe.
- Performs minor engine tune ups and adjustments; installs rebuilt motors and transmissions.
- Replaces universal joints, differentials, axles, transmissions and clutches; rebuilds or adjusts components as required.
- Replaces tie rods, steering sections, springs, and shock absorbers; replaces alternators, regulators, starters, wiring, gauges; rebuilds or adjusts components, as required.
- May make emergency road calls to perform minor repairs on equipment or to tow disabled equipment to shop.
- Work may include minor soldering and welding work.
- Performs tire repairs and replacement on all sizes of tires.

- Trouble-shoot and diagnosis of engine problems utilizing modern scan tools and laptop computers.
- Trouble-shoot and repair emissions systems.
- Read electric, air, and hydraulic wiring schematics.
- Flush transmissions and coolant systems utilizing modern equipment and machines.
- Utilize a tire removal machine and balance tires on a balancer.
- Trouble-shoot electrical problems and be able to follow electrical schematics and drawings.
- Trouble-shoot fuel systems and remove fuel tanks and replace sending units, as needed.
- Perform 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.

- Considerable knowledge of the occupational hazards and safety precautions of equipment repair work in large scale shop operations.
- Considerable knowledge of the practices, methods, tools, and materials used in the maintenance and repair of automotive and related equipment.
- Considerable knowledge of the operating principles of gasoline and diesel engines, and of mechanical components of automotive and lawn care equipment.
- Ability to diagnose defects in automotive, and lawn care equipment and to repair such defects with reasonable proficiency.
- Ability to perform manual labor associated with major mechanical repair work in related equipment.
- Ability to follow oral and written instructions and work within safety standards and guidelines.
- Ability to clearly write, correctly spell, 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, construction, and related equipment.
- Skill in the use of power tools, drill presses, shop floor lifts, and normal occupational tools.
- Skill in the use of transmission flush and coolant flush machines.
- Skill in the use of modern diagnostic scan equipment, like Evolve, Bosch or laptop computers.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.
- Possess or able to get a Mobile Air Conditioning Systems MACS 609 certification card for the use of mobile freon gases.

Education and Experience

High school graduate or equivalent. 2 years vocational college degree or 5-7 years hands-on experience. An appropriate combination of education and experience preferred. At least five years' experience working directly in the automotive and/or construction maintenance field. A minimum of five years' service in the Automotive Mechanic II Classification, is highly recommended.

Required Licenses or Certificates

Must possess valid Mississippi driver's license.

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.

Physical requirements listed are representative of those at a minimum that must be met by an employee to successfully perform the essential functions of this position.

They include: frequent standing, walking and bending; using arm and back while performing functions of climbing, stooping, kneeling crouching, and occasional crawling. Must be able to routinely lift and/or move a minimum of 50 pounds. Visual acuity is required to see close, color, adjust to focus and depth perception. Hand and eye coordination and manual dexterity necessary to operate equipment. Good hearing ability is critical to adequately perform the functions of this job. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

Working conditions are those of a typical full-scale mechanic service/repair shop and employees are subject to engine exhaust fumes, airborne particles from grinding & drilling, toxic or caustic chemicals, welding operations hazards, moving in & around large machines & their moving mechanical parts.

Working conditions are hot with limited air circulation.

Noise level is moderate to loud.

Must be able to pass a standard security back-ground check.

Job Tool Requirements

The Auto Mechanic II 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 recommended tools will be provided upon hire. Large pneumatic & electrical tools & equipment will be provided by the City.