



City of Gulfport, Mississippi  
Job Description

## Police Automotive Mechanic (PAM1)

Department: 213 - Police  
EEO Class: Skilled Workers  
Date Revised: 2.3.12

FLSA Status: Non-Exempt  
Date Approved:

### **Position Overview**

The Police Automotive Mechanic is responsible for the skilled electronic and mechanical work in the maintenance of police department vehicles.

The Police Automotive Mechanic will be responsible for the installation and maintenance of all after market electronics within the police department. This is to include, lighting systems, two-way radios, surveillance equipment, remote audio monitoring equipment, cellular equipment, and in car camera systems; soldering and crimping, cable fabrication and installations. This also includes ordering and maintaining a working stock of equipment.

### **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 electronic and mechanical repairs and adjustments on vehicles and equipment.
- Performs complete motor overhauls on gasoline or diesel powered engines; grinds and adjusts valves; performs major and minor engine tune ups and adjustments; installs rebuilt motors.
- Replaces universal joints, differentials, axles, transmissions and clutches; rebuilds or adjusts components as required; may overhaul automatic transmissions.
- Replaces tie rods, steering sections, springs, and shock absorbers; replaces generators, alternators, regulators, starters, wiring, gauges; rebuilds or adjusts components as required.
- Repairs and adjusts hydraulic systems; replaces hydraulic motors, hoses, and fittings; installs and adjusts power take offs.
- May make emergency road calls to perform minor repairs on equipment or to tow disabled equipment to shop.
- May perform welding work incidental to completion of repair assignments.

### **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 practices, methods, tools, and materials used in the maintenance and repair of automotive, construction, and related equipment.
- Considerable knowledge of the operating principles of gasoline and diesel engines, and of mechanical components of automotive, construction, and related equipment.
- Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and large scale shop operations.
- Ability to diagnose defects in automotive, construction, and related 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.
- Skill in the use and care of tools, equipment and material used in the maintenance and repair of automotive, construction, and related equipment.
- Ability to interpret wiring diagrams and schematics.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

### **Education and Experience**

- Graduation from high school or acceptable equivalent, or vocational school. 2-4 years experience in automotive equipment mechanical work at the journeyman level. An associate's technical degree in electronics or military electronics training, with one to three years' experience; or three to five years' related experience is preferred. Other combinations of experience and education that meet the minimum requirements may be substituted.

### **Required Licenses or Certificates**

Must possess a 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 include occasional lifting/carrying of 50+ pounds;

visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors with a moderate to high noise level and a consistent, high stress level.