

**CITY OF CAYCE
CLASS DESCRIPTION
2000**

CLASS TITLE: MECHANIC II

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide maintenance and repairs to the City's vehicles. The class is responsible for repairing automobiles, trucks, and other automotive parts and equipment. The class works within a general outline of work to be performed; under general supervision performs advanced skilled tasks in the maintenance and repair of automotive and related equipment. Assists in the overall management of equipment maintenance services as necessary. Reports to the Fleet Maintenance Manager.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Maintains all Public Safety vehicles and/or utilities, parks, roads and sanitation vehicles, as assigned; performs efficient service and/or repair ensuring consistency of operations; may assist with maintenance work on other City vehicles as needed.

Responds to all field service calls performing repair work as necessary; performs general overhaul and repair of all types of gasoline and diesel engines; completes such tasks as replacing pistons, valves, piston rings, bearings and crank shafts, serving standard transmissions, etc.; Performs tune-ups on, overhauls, repairs or replaces automotive parts and equipment.

Instructs lower level mechanics.

Operates several types of equipment, including but not limited to a fork lift, specialized mechanic's tools, car lift, air compressor, crane, mobile radio, welding torch and paint gun, electric and mig welder, etc.

Prepares automotive repair work orders to plan work procedures, using charts, technical manuals and experience.

Inspects, repairs and maintains functional parts of automotive equipment; diagnoses malfunctions.

Performs general preventative maintenance on equipment/trucks such as checking fluid levels, tire pressure, etc.; ensures trucks and equipment are kept clean and in proper operating condition.

Submits requests for new parts and equipment.

Maintains a clean shop and surrounding area all times observing safety rules and precautions; cleans equipment and shop area.

Performs a variety of electrical repairs.

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INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires speaking to people to convey or exchanging information of a general nature.

INVOLVEMENT WITH THINGS:

Requires operating or repairing complex machinery or equipment that requires extended training and experience such as automobiles, trucks and other automotive equipment; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, or work orders; writing routine sentences and completing routine job forms and incident reports, speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Requires performing technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

SPECIAL CERTIFICATIONS AND LICENSES:

HVAC

Must possess a valid South Carolina, Class B, CDL driver's license

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EXPERIENCE REQUIREMENTS:

A minimum of 3-5 years experience in automotive mechanics and diagnostic skills or a related area. Complete troubleshooting electric components or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must show with proficiency automotive fuel system and ABS braking.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium to heavy work that involves walking, standing, stooping, lifting, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on a occasional basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollens, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors and moving machinery.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires being responsible to guide others requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The City of Cayce 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.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.