

EQUIPMENT MECHANIC

General Statement of Duties

Performs responsible skilled mechanical work on a variety of automotive, construction, and specialized equipment.

Distinguishing Features of the Class

An employee in this class performs as a skilled mechanic in the Town's garage. The employee conducts preventive maintenance and repairs on automotive, light and heavy equipment. Work includes the repair of gasoline and diesel engines, motors, brakes, electrical and hydraulic systems, and tires. Employee exercises judgement in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. The employee also serves as official inmate supervisor as needed and may transport inmates from correctional facilities to Town and back. The employee is subject to hazards of automotive mechanics including working in both inside and outside environments, and exposure to various hazards such as noise, vibrations, moving mechanical parts, electrical currents, dusts, mists, fumes, odors, and oil. Work is performed under general supervision and is evaluated through observation, inspection, and utility and durability of repairs.

Duties and Responsibilities

Essential Duties and Tasks

Performs preventive maintenance and repair on a variety of vehicles and equipment including automobiles, tractors, heavy construction equipment, small engines and landscaping equipment.

Makes necessary repairs and adjustments, replaces worn or defective parts.

Performs scheduled preventive maintenance on vehicles and equipment such as tune-ups, checking lights, tires, brake linings, wiper blades, horns, suspensions, etc.

Operates equipment such as lift jacks, air guns, battery chargers, wrenches, air compressors, welding units, and other hand tools.

Lubricates, repairs and replaces parts and filters; cleans and replaces spark plugs, installs radiator hoses, and replaces belts.

Changes tires; replaces and checks brakes, replaces hoses, etc.

Performs work on electrical, exhaust, brake, and hydraulic systems.

Orders, stocks and maintains accurate inventory of parts and tools.

Performs state safety inspections.

Performs air conditioning re-charging.

Performs metal fabrication and welding.

Prepares work orders and records of maintenance and repair activities; maintains warranties and other related documents.

Supervises inmates on various Town projects as needed; transports inmates to and from correctional facilities; oversees inmates in collecting trash cans, cleaning beach and boardwalks; participates with public works crews in street, drainage, landscape, water distribution system and other maintenance and repair work.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

General knowledge of the methods, tools, parts and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and maintenance equipment.

General knowledge of gasoline and diesel engine operation and repair.

General knowledge of electrical, hydraulic, vacuum, and brake systems.

Knowledge of inmate supervision and security requirements.

Working knowledge of safety hazards and precautions related to the work.

Working knowledge of the application of information technology to mechanical work and related record keeping.

Skill in the use and the operations of tools and machinery used in automotive repair work.

Ability to detect by inspection any worn or broken parts.

Ability to understand service manuals and schematic drawings.

Ability to operate vehicles safely.

Ability to follow instructions accurately.

Ability to establish and maintain effective working relationships with coworkers and other departments.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform mechanical non-repetitive work, distinguish the work performed at an arm's reach, and read diagrams and repair manuals.

Desirable Education and Experience

Graduation from high school supplemented by coursework in mechanical and/or electrical trade skills, and experience in repairing automotive and power driven equipment; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina commercial driver's license.

Ability to obtain NC Vehicle Safety Inspection certification.

Ability to obtain NC Department of Corrections Inmate Supervision certification.