

CITY OF CHATTANOOGA

Classification Specification Title: Automotive Mechanic 3

Department: Public Works

Pay Grade: GS.09

Supervision Received From: Fleet Shift Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 4/05/24

**Revision Dates: 3/28/25;
8/27/24**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as a lead to lower level fleet staff and performing the full range and most complex duties related to the fabrication, maintenance and/or repair of City vehicles and equipment. Duties include troubleshooting and diagnosing vehicle and equipment problems, training lower level fleet staff and performing complex repairs. Work is performed under limited supervision.

SERIES LEVEL:

The Automotive Mechanic 3 is the third level of a four-level fleet services series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as a lead to lower-level fleet maintenance staff to include assigning and monitoring work, training staff on work methods and procedures and providing direction.

Overhauls, repairs, and maintains a wide variety of light vehicles and equipment and their component systems and computerized automotive systems; troubleshoots, diagnoses, and performs major repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, shafts, mufflers, blades, chains, cylinder heads and gaskets on equipment ranging from 1 Ton and below.

Diagnoses, repairs, cleans, adjusts, and installs fuel, ignition, electrical and cooling systems involving routine to complex repair and replacement of such parts as fuel pumps, starter motors, distributors, generators/alternators, voltage regulators, wiring, switches, batteries, radiators, thermostats, and water pumps.

Diagnoses, repairs, overhauls, and rebuilds transmission systems and engines including such parts as clutches, standard transmissions, differential units, front and rear axles, gears, bearings, universal joints, and hydraulic units; removes, repairs, and replaces tires and wheels; diagnoses, adjusts steering mechanisms and other controls.

Performs preventive maintenance on equipment, trucks, automobiles and other vehicles and equipment which includes changing oil and lubricating parts; fueling vehicles and equipment; road testing vehicles; inspecting vehicles in the shop and field; modifying, fabricating, and installing new parts using welding equipment; maintaining and repairing small gasoline engines and similar equipment.

Installs and repairs auxiliary emergency lights, cameras and/or other related equipment.

Reads and interprets manuals, drawings, and specifications; estimates labor, material and equipment and orders parts required to complete assignments.

Picks up and delivers parts and equipment to and from vendors and/or applicable job sites. Completes forms and keeps accurate maintenance records.

Stores, maintains records and arranges for disposal of hazardous waste materials such as oil, tires, batteries and other supplies and equipment related to the work.

Uses and maintains a full set of hand, power, and shop tools and equipment related to the work; observes safe work methods and utilizes safety equipment related to the work.

Performs welding, cutting and fabrication of metal materials for heavy and light equipment repairs and/or modifications.

Monitors and maintains inventory of applicable fleet maintenance supplies, inventory, and equipment.

Assists in cleaning and maintaining fleet shop area.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

May serve in the capacity of the Automotive Shift Supervisor in their absence.

This position requires rotating on call availability to support after hour service calls for the Chattanooga Police Department.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and four (4) years of preventive maintenance experience required. Any combination of vocational/technical training in equipment or automotive mechanics and/or experience may be combined to satisfy the required experience, or any combination of equivalent experience and education.

This is a career ladder position. This position will receive an automatic progression to Automotive Mechanic 4 when the incumbent has achieved the required minimum qualifications and licenses/certifications for the next position in the series.

LICENSING AND CERTIFICATIONS:

Valid Drivers License

Must possess and maintain a minimum of six (6) Automotive Service Excellence (ASE) Certifications one of which must be A5 (Brakes). ASE certifications for section includes: Light Duty Vehicles- A1 (Engine Repair); A2 (Automatic Transmission/Transaxle); A3 (Manual Drivetrain/Axles); A4 (Suspension and Steering); A6 (Electrical/Electronic Systems); A7 (Heating and Air Conditioning); A8 (Engine Performance); A9 (Light Vehicle Diesel Engines).

KNOWLEDGE & SKILLS:

Knowledge of welding techniques; braking, electrical and hydraulic systems; electrical circuit operations; advanced methods, techniques, parts, tools and materials used in the maintenance and repair of diesel and gasoline powered vehicles; diagnostic devices utilized in identifying vehicle and/or equipment malfunctions; the operation and maintenance of a wide variety of hand, power, shop tools and equipment common to the field; safe work methods and safety regulations pertaining to the work; shop mathematics and tire changing techniques.

Skill in prioritizing and assigning work; welding, cutting and modifying equipment and vehicle body parts; fabricating parts; performing major vehicle and equipment repairs; maintaining and repairing vehicles and equipment; detecting and diagnosing complex vehicle and equipment malfunctions; performing vehicle maintenance activities to applicable vehicles and equipment; operating and maintaining a wide variety of hand, power and shop tools and equipment used in the work; understanding and following oral and written instructions; preparing records and reports; reading and interpreting manuals, specifications and drawings and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

The City of Chattanooga provides an annual tool reimbursement of \$1,200.00 after the first completed year of employment as an Automotive Mechanic 3 in addition to providing uniforms and safety boots at no cost to the employee.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.