

POSITION TITLE: **AUTO MECHANIC**

DEPARTMENT: **PUBLIC WORKS**

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Auto Mechanic Supervisor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for the upkeep and repair of Public Works and other City vehicles.

JOB RESPONSIBILITIES

Troubleshoot vehicles in need of repair

Order/purchase repair parts and supplies

Install vehicle repair components

Research new repair equipment and supply information for its purchase

Design and fabricate equipment

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear, reach with hands and arms, and use hands to finger, handle or feel. Occasionally to stoop, kneel, crouch or crawl and to lift up to fifty pounds.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Ability to weld, cut and form damaged and new equipment.</p> <p>Knowledge of automotive computer scan tools, meters, gauges, welders, oxy-acetylene torches, plasma cutters, auto and truck lifts, air and hydraulic equipment as well as a variety of hand tools.</p> <p>Must maintain a valid Commercial Driver's License (Class B) and have the ability to drive</p> <p>Administrative Skills</p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p>	<p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to take charge and initiate actions</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed indoors, but often in cramped or awkward positions in conditions of excessive dust, heat, fumes, odors and excessive noise. Incumbent frequently works alone.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; Commercial Driver's License (Class B); five to seven year's related experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.