



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Equipment Maintenance Technician: I, II & III Working Title: Automotive & Heavy Equipment Mechanic	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: I-12, II-13 & III-14
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The employee performs skilled mechanical work in the diagnosis, repair, and maintenance of a wide variety of vehicular, small engine, power equipment, and other equipment including welding repairs; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Performs major and minor repair and replacement work, replacing spark plugs, installing radiator hoses and water pumps;
- Repairs and overhauls brakes, ignition and fuel systems, transmissions, differentials, front and rear axle assemblies;
- Performs State inspections on vehicles;
- Tunes motors using standard testing equipment;
- Takes down, repairs and reassembles air compressors, pumps and related equipment;

- Performs complete service on drum and disk brake systems including “S-Cam” and air brake systems;
- Does diversified electrical work on automotive equipment, such as installing batteries and terminals, repairing and adjusting lights, and replacing generators and starters;
- Performs diagnostic troubleshooting techniques using scan tools and laptop software;
- Performs light welding repairs on various equipment;
- Follows all applicable OSHA safety guidelines;
- Follows policies and procedures of Public Works environmental program;
- Enter work order jobs on computers;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the methods, tools and equipment used in the repair of light automotive passenger cars, trucks, buses, construction and maintenance equipment;
- Thorough knowledge and skill in the use of shop tools, such as drills, presses, grinders, micrometers, welding equipment, computer scanning equipment;
- Skill in the use and the operations of tools and machinery used in automotive repair work;
- Ability to diagnose mechanical, electrical, and electronic defects of automotive equipment;
- Ability to detect by inspection any worn or broken automotive parts;
- Ability to keep records of repairs and service operations and to make reports;
- Ability to adapt available tools and repair parts to specific repair problems;
- Ability to interpret and work from sketches, diagrams and installation technical manuals and repair charts;
- Ability to follow oral and written instructions accurately.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in repairing automotive and light power-driven equipment. ASE certifications A1 through A8, T1 through T8 and S1 through S7 highly desired.

SPECIAL REQUIREMENTS:

The employee must possess a valid Virginia class “B” Commercial Driver's License, with endorsements “N, P, S”, no restrictions and a good driving record, a valid Virginia State Inspector's License, a current Air Conditioning Certification Certificate. The employee will be responsible for the proper maintenance and repair of various pieces of equipment from leaf vacuums, wood chippers and air compressors to automotive vehicles, light and heavy-duty trucks. The employee is required to wear safety equipment deemed necessary and follow all applicable department’s safety, environmental and OSHA policies.

POSITIONS

Mechanic I

In order for a Mechanic I the following requirements must be met:

Must be able to obtain the following:

1. 5 years' experience and/or graduate of a technical institute.
2. Virginia class "B" Commercial Driver's License, with N, P, S and Air Brake endorsements, no restrictions and a good driving record.
3. Va. Class "A" State emission inspector/mechanic license [light duty, heavy duty, EPA (when required).
4. Have effective customer relation skills.
5. Must meet or exceed expectations on evaluation in all areas.

Mechanic II

In order for a Mechanic I to be upgraded to a Mechanic II position, the following requirements must be met:

1. Must meet Step 1 requirements.
2. Must have at least 1 year working experience with City fleet maintenance.
3. Must have at least 5 ASE certifications in shop assigned work areas, either light duty, heavy duty or bus. Will change with assigned areas, ASE areas are:

LIGHT DUTY

A1 Engine Repair

A2 Auto Transmission/Transaxle

A3 Manual Drive Train

A4 Suspension and Steering

A5 Brakes

A6 Electrical/Electronic

A7 Heating and Air Conditioning

A8 Engine Performance

A9 Light Vehicle Diesel Engines

MEDIUM/HEAVY DUTY

T1 Gasoline Engine

T2 Diesel Engine

T3 Drive Train

T4 Brakes

T5 Suspension/Steering

T6 Electrical/Electronic

T7 Heating and Air Conditioning

T8 PMI, Medium/Heavy Truck

SCHOOL BUSES

S1 Systems/Special Equip.

S2 Diesel Engines

S3 Drive Train

S4 Brakes

S5 Suspension/Steering

S6 Electrical/Electronic

S7 Air Conditioning

Systems/Controls

4. Ability to perform 80% of work without assistance.
5. Performs minor welding and fabrication.
6. Must maintain all licenses and certifications.
7. Meets or exceeds expectations on evaluation in all areas.
8. Virginia class "A" Commercial Driver's License, with N, P, S and Air Brake endorsements, no restrictions and a good driving record.
9. If an ASE certification expires, the technician is given 4 ASE testing cycles to recertify.
10. For Va. Class "A" State emission inspector/mechanic license, the technician has 1 cycle.

Mechanic III

In order for a Mechanic II to be upgraded to a Mechanic III position, the following requirements must be met.

1. Must meet Mechanic 1 and II requirements.
2. Must have at least 2 years working, experience with City fleet maintenance.
3. Must attain Master ASE certification in assigned shop work areas, plus two additional ASE certifications.
4. Light Duty ASE Master Certification must pass A1–A8, plus two additional tests.
5. Medium/Heavy Duty Master Certification must pass T2-T8, plus two additional tests.
6. School Bus ASE Master Certification must pass S1-S6, T8, plus two additional tests.
7. Ability to perform 95% of work without assistance.
8. Performs major welding/fabrication.
9. Completes city's supervisory course when available.
10. Ability to supervise shop employees.
11. Ability to deal effectively with customers and staff without creating confrontations.
12. Personal goal of zero comebacks.
13. Meets or exceeds expectations on evaluation in all areas.
11. If a certification expires, the technician is given 4 ASE testing cycles to recertify.
12. For Va. Class "A" State emission inspector/mechanic license, the technician has 1 cycle.

All state and federal requirements are subject to change.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 50 pounds of force to occasionally move and load objects. Work requires climbing, kneeling, stooping, reaching, grasping, standing, walking, pushing, pulling, and lifting. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for inspecting and repairing equipment.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None

EXAMPLES OF EXPECTED DECISION MAKING:

Based on the fault conditions displayed and reports on equipment condition the employee will diagnose equipment repairs needed and part required to complete the repair.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Automotive and Heavy Equipment Mechanic will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019