



## JOB DESCRIPTION

Job Title: Shop Mechanic I  
Department: Public Works  
Shift: Day  
FLSA Status: Non-Exempt  
Salary: DOE

### SUMMARY

The purpose of this position is to repair and overhaul automobiles, light and heavy equipment, and trucks. The work may involve some moderate risks and physical exertion.

### ESSENTIAL DUTIES and RESPONSIBILITIES

- ❖ Examine equipment and/or vehicles and discuss the nature and extent of damage and malfunction.
- ❖ Plan work procedure using technical manuals, charts, and analysis equipment to perform repairs to automobiles, trucks, backhoes, tractors, front-end loaders, and related diesel and gasoline-powered equipment.
- ❖ Removes unit such as engine, transmission, or differential.
- ❖ May have to raise vehicle with a hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.
- ❖ Disassemble unit and inspect parts for wear.
- ❖ Repair or replace parts such as bearings, gears, pistons, rods, and tires.
- ❖ Overhaul or replace blowers, carburetors, distributors, generators, pumps, and starters.
- ❖ Rebuild parts such as crankshafts and cylinder blocks.
- ❖ Rewire ignition system, lights, and instrument panel.
- ❖ Reline and adjust brakes, align frontend, repair and/or replace shock absorbers, and solder leaks in radiator.
- ❖ Mend damaged body and fenders by hammering out filling in dents and welding broken parts.
- ❖ Replace and adjust headlights; install and repair accessories such as heaters, mirrors, radios, and windshield wipers.
- ❖ Perform preventive maintenance on equipment and vehicles.
- ❖ Maintain routine maintenance records on work performed and completed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); one (1) or more years of work experience or training in a vocational program in the auto mechanic field; or equivalent combination of education and experience.

- ❖ **LANGUAGE SKILLS**

Ability to read and interpret documents such as, operating and maintenance instructions, procedure manuals, safety rules, and work orders.

Ability to write routine reports on work completed.

Ability to speak clearly and effectively with other employees of organization.

- ❖ **MATHEMATICAL SKILLS**

Ability to add, subtract, and divide two-digit numbers.

Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, area, circumference, and volume.

- ❖ **COMPUTERS SKILLS**

To perform this job successfully, an individual should have some type of computer experience possibly like the Fleet program.

- ❖ **REASONING ABILITY**

Ability to apply common sense understanding and carrying out instructions furnished orally, diagram form, and/or written.

- ❖ **OTHER SKILLS and ABILITIES**

Ability to use scan tool and analyze data for repairs.

## **CERTIFICATES, LICENSES, and REGISTRATIONS**

- ❖ Valid Louisiana Driver's License

- ❖ Maintain good driving record

- ❖ Automotive Service Excellence (ASE) certification, but not required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; hear, talk, taste, and/or smell. The employee must frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job includes close, color, distance, peripheral vision and depth perception and ability to focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and extreme heat. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to outside weather conditions; extreme cold; risk of electrical shock and vibration.

The noise level in the work environment is usually loud.

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**EMPLOYEE SIGNATURE**

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**DATE**