

**City of Fulton**  
**POSITION DESCRIPTION**

Job 75

---

**JOB TITLE:** Automotive Mechanic

**DEPARTMENT:** Garage

**DATE:** 6-09

**IMMEDIATE SUPERVISOR:** Solid Waste Supervisor

---

**SUMMARY:** Ensures the optimal running order of all vehicles and equipment. Provides training for the proper operation, maintenance and safety of all equipment. Maintains the shop in an orderly and safe manner.

**ESSENTIAL FUNCTIONS:**

- I. Vehicle, Equipment & Small Engine Maintenance 90% of Time
  - A. Maintains an awareness of all the needed supplies and equipment required to operate on a daily basis.
  - B. Maintains an inventory of the daily supplies and equipment required to operate.
  - C. Notifies the appropriate person regarding the need to restock supplies and equipment.
  - D. Completes and follows the preventative maintenance program of all vehicles and equipment assuring that they are in optimal running order and budget guidelines are followed.
  - E. Receives notice of equipment in need of repair, assesses the situation for an emergency and proceeds with the proper action assuring the proper channels are followed.
  - F. Completes vehicle and equipment inspections addressing issues of abuse, defects or other related matters assuring for accuracy and timeliness.
  - G. Completes needed repairs to vehicles and equipment in a timely manner.
  - H. Supports maintenance crews during emergency clean up or snow removal operations.
  - I. Completes on-going janitorial duties in the shop and other areas assuring for safety and orderliness.
  
- II. Vehicle Alterations 10% of Time
  - A. Meets with operators to determine the alterations needed for the vehicle or equipment for optimal usage assuring for the best productivity.
  - B. Submits a plan of action to the appropriate department head for approval assuring for compliance and communication.
  - C. Assists with the other departments as needed on an on-call basis.
  - D. Maintains working knowledge of all equipment.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

## **WORK ENVIRONMENT**

- Above average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Above average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Above average exposure to cramped spaces.

## **PHYSICAL EFFORT**

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Above normal physical strength to handle 80 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- Completed high school diploma or equivalent.
- Ability to obtain CDL (Class B) and a valid Missouri driver's license.
- Diagnostic skills and ability to repair vehicles/equipment.
- Access to personal transportation.
- Completion of two year technical education or two year's on-the-job experience.
- Experience with air brakes and hydraulics preferred.

## **MENTAL EFFORT**

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity of decision making.
- Average time pressure of decision making.
- Average analytical thinking.
- Average conceptual thinking.

## **COMMUNICATION**

- Average verbal and nonverbal communication.
- Average written communication.

## **SENSORY ABILITIES**

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.