



**CITY OF  
ST. AUGUSTINE**

**PERSONNEL  
MANUAL**

3.	Job Description
3.3	Municipal Employees
3.3.2	Automotive Mechanic II

Job Position           Automotive Mechanic II  
 Department           General Services  
 Division               Fleet Operations

Job Description

Highly skilled mechanical work in the maintenance and repair of automotive and related equipment. Performs skilled work in the repair, overhauling, and replacement of gasoline or diesel engines, transmissions, brakes, ignition systems and related equipment in automobiles, trucks, heavy construction or related equipment. Duties include disassembling engines, transmissions or other similar units in order to inspect parts for wear; repairing or replacing such parts as pistons, rods, gears, valves and bearings; overhauling or replacing carburetors, blowers, generators, distributors, starters and pumps; and conducting inspections and participating in a preventive maintenance program to insure the safe and efficient operation of automotive and related equipment.

Work is performed under the general supervision of the Fleet and Warehouse Operations Manager or Assistant Manager who reviews the work through inspections and mechanical performances of vehicles.

Job Responsibilities

- Repairs and replaces fuel injection systems.
- Rewires ignition systems, lights and instrument panels.
- Adjusts brakes; aligns and repairs steering mechanisms and front-end suspension systems; replaces shock absorbers.
- Replaces and adjusts headlights; and installs and repairs accessories, such as radios, heaters, mirrors and windshield wipers.
- May instruct Automotive Mechanic I or Garage Workers and helpers in the repair of automobiles, trucks, diesel engines, or related equipment.

<b>ISSUE DATE</b> 07/08/1988	<b>APPROVED BY</b>          <b>John P. Regan, City Manager</b>	<b>PAGE</b>	<b>PAGES</b>
<b>REVISION DATE</b> 10/29/2019		1	2

Job Responsibilities (continued)

During repairs and maintenance, looks for other problems or stops problems on vehicles and equipment before they start.

Maintains and calibrates shop tools, machinery and equipment to ensure they are in safe and working order.

Submits requests for new parts and equipment.

Performs oxygen acetylene and electric welding, and minor body repairs, or willing to obtain required schooling to do so.

Answers emergency road service calls to repair equipment outside the shop. Be available for call-backs to include weekends, evening and holidays.

Performs related work as required.

Education, Training and Experience

High school diploma required and three (3) years of experience in automotive repair. ASE certificate(s) desirable. Full-time paid experience may be substituted for the required high school education on a year-for-year basis.

Driver's License Requirement: Valid Florida Driver's License Classification B-N.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to effectively communicate and exchange information with others. This position is very active and requires standing, walking, bending, kneeling, and crouching throughout the day in varying climate conditions. The employee must frequently lift or move items up to 50 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and see various colors including red and green.

PAGE	PAGES
2	2