



CITY OF  
**ST. AUGUSTINE**<sup>™</sup>  
— EST. 1565 —  
**PERSONNEL  
MANUAL**

3.	Job Description
3.3	Municipal Employees
3.3.73	Automotive Mechanic I

Job Position            Automotive Mechanic I

Department            General Services

Division                Fleet Operations

Job Description

This position requires the performance of manual labor and semi-skilled maintenance repairs, which often involves the use of acquired knowledge. This is routine work involving the use of some skills acquired by experience or on-the-job instruction. This work requires more than usual physical strength and endurance. Performs preventive maintenance and semi-skilled mechanical work on city equipment.

Job Responsibilities

Performs daily inspections of vehicles within the Fleet Operations Division to ensure readiness and safety of vehicles for daily use (i.e., fuel, oil, etc.). Completes daily checklists and submits to a Fleet Operations supervisor. Notifies a supervisor of any mechanical or safety problems with vehicles or equipment.

Replaces and adjusts headlights; and installs and repairs accessories, such as radios, heaters, mirrors and windshield wipers.

Adjusts brakes; replaces shock absorbers, spark plugs, and spark plug wires.

Removes and replaces batteries, lights lenses, brakes, belts etc. on vehicles and heavy equipment.

Removes and replaces tires, has the ability and knowledge to mount and balance tires and reset tire monitors.

Submits requests for new parts and equipment.

Operates steam cleaner to wash and clean vehicles and washes vehicles manually when the need arises.

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Job Responsibilities (continued)

Fills in for Garage Worker or Mechanic II in their absence.

Drives automobiles, trucks and heavy equipment to and from repair facilities and other City locations.

Assists in ensuring compliance with safety regulations. Responds to callbacks to assist with equipment repair including weekends, evenings and holidays.

Performs related duties as requested.

Education, Training and Experience

High school diploma required and two (2) 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.

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