



## **Automotive Mechanic**

### **General Description**

This position performs skilled work of the journeyman level in the maintenance and repair of gasoline and diesel powered automotive and other mechanical equipment. Work includes the performance of skilled tasks in the mechanical repair and maintenance of automobiles, light and heavy trucks, and a variety of medium and heavy construction equipment. Work is performed in accordance with standard practices of the trade and requires independent judgment in diagnosing defects and deciding methods of repair. Work is reviewed through inspection in process or after completion. Work is performed under general supervision of the Chief Automotive Mechanic. This position is classified and deemed essential.

### **Essential Job Functions**

- Maintain, properly diagnose, and repair automobiles, trucks, fire equipment and apparatus, first aid vehicles, school busses, bulldozers, graders, backhoes, and other automotive and mechanical equipment.
- Perform minor overhauls, general repairs, body work, painting, tire repairing, motor tune-ups, lubrication, oil changes, and other repair and servicing work.
- Repair and overhaul brakes, ignition systems, transmissions, differentials, axle assemblies, and hydraulic pumps and controls.
- Make service calls for equipment located elsewhere or for field repairs; checks vehicles before state inspections.
- Properly diagnose and repair vehicle electrical systems and related components in a timely manner.
- Road test and operate vehicles and equipment to validate adequate repair.
- Cleans garage; keeps accurate records of repairs and parts/supplies uses.
- Log and track time spent on vehicles, equipment, and buses per job.
- Excellent attendance is a major job requirement. Position requires working overtime as needed to provide services and duties for the benefit of operations and the general public during emergency situations. These services and duties can be different than those performed in the normal course of work. In the event of an emergency including an evacuation, the incumbent in this position may be required to remain working to provide needed services as essential to continuity in operations.
- Performs other job duties as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of the tools, equipment, and technology used in the repair and maintenance of automotive and related equipment.
- Knowledge of the occupational hazards and safety precautions of the automotive repair trade.
- Knowledge of good organizations skills to ensure that work is approached systematically, effectively and efficiently in order to attain desired results.
- Skill in the use of computers and other office equipment.
- Ability to diagnose mechanical, electrical, and electronic failures.
- Ability to read, comprehend, and apply technical instructions in a variety of repair manuals.
- Ability to adapt successfully to the wide range of equipment repaired in the shop.
- Ability to understand and execute oral and written instructions and to interpret hydraulic and electrical plans and sketches.
- Ability to safely operate gas and arc welding equipment to fabricate parts or mounting equipment.
- Ability to be learn new technology and terminology of modern automotive equipment.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and other city employees.
- Ability to keep accurate records of time and supplies.
- Ability to physically perform the essential functions of the job.

## **Education and Experience**

High School diploma or GED and two years of mechanical repair experience; or any equivalent combination of education, training, and experience.

## **Special Qualifications**

Valid Commonwealth of Virginia driver's license and good driving record.

## **Certifications and Preferences**

Valid Virginia CDL is preferred or the ability to obtain one within one year of employment.

**Additional Requirements** The work may involve heavy items and requires exerting over 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers
- Standing: particularly for sustained periods of time.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks.
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## **Application Process**

Interested applicants are requested to complete a City employment application which can be found at [www.covington.va.us](http://www.covington.va.us) under “City Government” and then “Employment”. In addition to the basic application, candidates are requested to complete a cover letter and resume. Applications are to be sent via email to [jobapp@covington.va.us](mailto:jobapp@covington.va.us).

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.