TOWN OF COLLIERVILLE, TENNESSEE
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MECHANIC

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform semi-skilled to skilled maintenance and repair work on a variety of automotive, construction, fire, police, public services, and parks maintenance vehicles and equipment. Work will be performed on both gasoline and diesel engines. Work also involves scheduling and performing preventative maintenance and repair on related equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Disassembles, overhauls, and repairs different types of gas and diesel automotive and/or construction or fire vehicles and equipment ranging from lawn mowers to front end loaders, sweepers, tractors, back hoes, pumpers, the ladder truck, and large to light street maintenance and utility trucks, and other related specialized equipment; repairs damaged bodies and body parts of fire vehicles.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems; performs electrical work such as installing batteries, repairing and adjusting lights, replacing generators and starters, and trouble-shooting electrical malfunctions.

Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs to include changing tires, greasing equipment, sharpening blades, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Makes road and field service calls to repair vehicles, when possible, and road tests equipment to locate defects and to check repair work; maintains and repairs the service vehicle and auxiliary equipment; arranges for wrecker to tow in disabled vehicles.

Performs welding, acetylene burning, brazing and soldering, as required.

Gathers equipment, tools, parts, and supplies needed to conduct work activities: ensures availability of adequate parts and materials to conduct work activities; initiates requests for new or replacement materials as required.

Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; reports any incidents, accidents, problems, or unusual situations.

Prepares or completes various forms, reports, correspondence, checklists, work orders, service tickets, meter readings, vehicle/equipment maintenance records, or other documents.

Receives various forms, reports, correspondence, work orders, service tickets, meter readings/reports, schedules, diagrams, equipment operational guides, chemical labels, street maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Communicates with supervisor, other departments, employees, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

May operate equipment for emergencies.

May estimate repair costs; instructs operators in the proper operation and servicing of equipment.

Assists in the installation of emergency equipment.

Provides coverage during special events/activities as needed; responds to emergency/disaster situations as needed.

Provides assistance to other employees or departments as needed.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings outside regular business hours.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by four (4) years previous experience and/or training in journey level automotive mechanic work and in a diversified automotive repair and/or maintenance shop; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid motor vehicle operator' license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 75 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

APPROVALS

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Josh Russell, Director Public Works

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Bill Burke, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.