



Finance Department

**City of Gatlinburg
Full Time Position
Service Center Mechanic I**

JOB TITLE

Mechanic

GRADE

6

DEPARTMENT

Service Center

JOB PURPOSE:

Performs skilled mechanical work on a variety of public transit and other fleet vehicles owned and operated by the City of Gatlinburg; does related work as required. Work is performed under the regular supervision of the Service Center Manager and/or Service Center Supervisor.

ESSENTIAL FUNCTIONS:

Performs repair work and preventative maintenance activities on public transit, fleet vehicles and heavy equipment.

QUALIFICATIONS:

Graduation from an accredited high school supplemented with additional training and education in auto mechanics; considerable experience in diagnosing and performing repair work and preventative maintenance on fleet vehicles.

Please read the attached job description for additional information

SPECIAL REQUIREMENTS:

Possession of a valid Tennessee Driver's license and the ability to be insured at the standard vehicle liability rates. Possession of air conditioning certification, On Board Diagnostics II (OBD), and Commercial Driver's License (CDL) preferred.

Hours may include evening and weekend work.

The current starting pay for a Service Center Mechanic 1 is \$28,809.

A post-offer drug screen, background and physical is required for all positions.

Applications accepted until position is filled.

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov. No phone calls please.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Service Center Mechanic I

Nature of Work

This is skilled mechanical work performing a variety of service and repair activities on public transit and other fleet vehicles owned and operated by the city of Gatlinburg. Activities associated with the job include routine preventive maintenance duties, conducting safety inspections and repair work on city owned vehicles, operating diagnostic equipment to determine needed repairs, installing specialized lighting and radios and overhauling major vehicle components when necessary. Additional activities include repairing brakes, repairing and/or replacing clutches, transmissions, and axle assemblies and welding and fabricating parts when required. Job duties required considerable knowledge and experience in automobile repair and maintenance, heavy equipment repair, hydraulics, welding, and metal fabrication, sufficient strength and agility to perform the physically demanding aspects of the job and good interpersonal, organizational and decision making skills. Job performance is evaluated by the Service Center Supervisor and/or Service Center Manager through review of knowledge and expertise in automotive repair and maintenance, ability to complete job assignments in a thorough and timely manner, and organizational, interpersonal and decision making skills.

Illustrative Examples of Work

- Performs repair work and preventive maintenance activities on public transit, fleet vehicles and heavy equipment.
- Troubleshoots and diagnoses equipment malfunctions to determine needed repairs.
- Rebuilds gas and diesel engines and repairs electrical, cooling, suspension, and braking components and systems.
- Assists with performing preventive maintenance activities including changing oils, fluids and filters, greasing fittings, cleaning or degreasing as necessary, replacing tires, brakes, repacking seals, gaskets and hoses, etc.
- Repairs and/or replaces heating and air-conditioning systems and components.
- Travels to road construction sites and other locations to perform minor repairs and/or tow damaged equipment to the shop.
- Diagnoses and repairs electrical system components including switches, fuses, bulbs, wiring components, etc.
- Repairs and/or rebuilds automatic and manual transmissions.
- Repairs and/or replaces drive trains, front and rear axle assemblies and steering system components.
- Repairs and/or replaces valves and seats, rings and bearings, and other engine components.
- Installs and/or troubleshoots emergency lights and light racks on emergency response and law enforcement vehicles.
- Repairs specialized medical and emergency response equipment on ambulances.
- Repairs hydraulic devices and components on highway equipment.

- Repairs and overhauls equipment and small engines including lawn mowers and chainsaws.
- Repairs highway mowing equipment and removes and installs blades when necessary.
- Operates a variety of tools and equipment such as hand tools, jacks, chain hoists, air wrenches, grease racks, low boys, arc welders, cutting torches, drill presses, lathes, milling machines, and grinders.
- Welds and fabricates metal parts and components when necessary to repair heavy equipment.
- Conducts safety and preventive maintenance inspections on fleet vehicles and heavy equipment to ensure they are in proper working order.
- Keeps the tools and equipment clean, properly stored and in good working order.
- Checks equipment to make sure required repair work was performed correctly.
- Assists in making decisions on whether to repair equipment or junk for parts.
- Cleans and maintains the repair shop to comply with required safety regulations.
- Assists with preparing and maintaining repair records and other documentation pertaining to the repair and maintenance of vehicles and equipment.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with additional training and education in auto mechanics; considerable experience in diagnosing and performing repair work and preventive maintenance on fleet vehicles and heavy equipment; ability to weld and fabricate metals; sufficient physical strength and agility to perform the physically demanding aspects of the job; good organizational, interpersonal and decision making skills; or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of heavy equipment mechanics including engine and drive train components, suspension, fuel/exhaust systems, electrical systems, alignment/body work, brake systems, and wheel/tire maintenance.
- Considerable knowledge of diagnostic equipment utilized to determine needed repairs and/or adjustments.
- Considerable knowledge of the Tennessee Department of Transportation safety rules and regulations.
- Considerable knowledge of welding various types of metals including the use of cutting torches, arc welders, stick welders and wire welders.
- Considerable knowledge of routine preventive maintenance activities associated with road maintenance, public transit, emergency response and mowing equipment.
- Considerable knowledge of hydraulic systems and components.
- Considerable knowledge of automotive heating and air conditioning systems and components.
- Considerable knowledge of safety precautions associated with heavy equipment repair and maintenance.
- Knowledge of record keeping procedures pertaining to safety inspections, mileage logs, and inventory.
- Ability to read and interpret manuals and schematics utilized for repair work.

- Ability to troubleshoot and diagnose equipment malfunctions and perform needed repairs.
- Ability to follow instructions and communicate effectively with the public and co-workers.
- Ability to perform the physically demanding aspects of the job.
- Ability to document repair activities performed on vehicles and equipment.
- Ability to inspect vehicles and detect worn and/or broken parts and components and perform needed repairs.
- Skill in the use of power tools, hand tools, and automotive diagnostic equipment.
- Skill in the use of automotive shop equipment including low boys, grease racks, hoists, drill presses, etc.
- Skill in the use of welding equipment and fabricating metal parts and components.
- Skill in the operation of motor vehicles, mowing and road maintenance equipment.

Necessary Special Requirements

- Possession of valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.

Gatlinburg Tennessee
FLSA – Non-Exempt
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