



JOB DESCRIPTION

General Description

The purpose of this classification is to plan, organize and manage a wide variety of technical and responsible tasks in the operation, function, maintenance and repair of the City's automotive and equipment fleet. Perform skilled mechanical work functions associated with repair and maintenance of the city's automotive, diesel automotive and mechanical equipment, including heavy trucks and heavy machinery

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Selects, supervises, directs, and evaluates assigned staff; processes employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; provides training and technical expertise.
- Organizes, prioritizes, and assigns work: plans, organizes, schedules, supervises, assigns, reviews, and inspects operation, maintenance, repairs, and activities of the motor pool department; ensures the allocation of sufficient personnel, equipment and materials; supervises an extensive preventive maintenance program to ensure that proper procedures are being followed; provides administrative and supervisory support to supervisory subordinates; assists subordinates on difficult or unusual problems.
- Establishes and implements work methods and practices of the department: writes and amends safety rules and regulations: oversees the administering of the department's safety programs.
- Develops the department's budget: reviews and analyses budget expenditures and impact on the overall operation of the department; prepares reviews and/or approves/disapproves purchase order requests.
- Reviews vehicle requests from using departments; prepares specifications for bids; attends pre-bid conferences; analyzes bids and recommends vendors.
- Provides customer service; responds to requests for information and complaints from customers; ensures proper resolution of problems.
- Prepares and processes necessary paperwork, specifications, and reports required by department policies and procedures: receives and reviews employee records such as attendance and time sheets; evaluates and processes vehicle inspections, vehicle maintenance, and fuel consumption reports; presents reports to the administration and City Council committees.
- Operates or uses various types of equipment, and tools in order to complete work assignments; operates diagnostic equipment and oversees and trains in the use of automotive repair tools and equipment; operates a personal computer to enter retrieve, review or modify data, utilizing word processing, spreadsheet, database, and Fleet Management software.
- Inspects, tests and repairs engine components and systems, such as ignition systems, computerized

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engine controls, steering systems, electrical systems, suspension systems, hydraulic systems, brake systems, drive train systems, engine cooling systems, fuel systems, charging systems, starting systems, emission systems, air bag restraint systems, and air conditioning systems.

- Performs general mechanical repair, and preventive maintenance work, which may include dismantling, overhauling, repairing and reassembling engines, rebuilding/replacing transmissions, rebuilding drive trains, carburetors, differentials, pumps and gear boxes, and replacing wind shields.
- Performs welding/fabrication work associated with general repair and maintenance of heavy equipment, vehicles, and other equipment/structures, which may include welding metal parts together, repairing broken or cracked parts, filling holes, increasing size of metal parts, and fabricating special parts and apparatus.
- Performs routine and preventive maintenance on equipment, vehicles and other machinery, which may include inspecting equipment, pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, collecting/recovering Freon, changing/replacing filters, lubricating mechanical parts, installing/replacing blades, rotating tires, replacing tires/belts/hoses, checking batteries, greasing equipment, flushing radiators, and performing tune-ups
- Road tests vehicles to ensure repairs are complete and all vehicle components are functioning properly.
- Makes service calls to repair vehicles in the field; performs necessary labor in adverse weather conditions when needed.
- Tests machinery, equipment and parts for proper operations; reports problem situations; performs general cleaning/maintenance tasks necessary to keep machinery, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, and cleaning shop and work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Utilizes precautionary safety equipment to ensure safety of employees and other individuals; follows safety precautions of the trade involving working in contact with, and disposing of oils, solvents, and other petroleum products.
- Completes necessary paperwork pertaining to all aspects of maintenance and repair performed on units: records parts and materials used, current vehicle mileage, user comments and other information; prepares or completes various forms, correspondence, reports, time sheets, work orders, and other documents.
- Receives various forms, reports, work orders, vehicle maintenance records, equipment specifications, schematics, bulletins, manuals, policies, reference materials, or other documentation; reviews, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data in computer database; verifies accuracy of entered data; makes corrections as appropriate; utilizes database or other software programs.
- Maintains an awareness of new trends and advances in the profession; reads professional

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literature; attends workshops and training sessions as appropriate.

Minimum Education and Experience Requirements:

High School diploma/GED required; Bachelor's degree in automotive Technology preferred, along with five years' experience in automotive and equipment repair including supervisory experience; or any combination of education, training and experience which provides for the technical, organizational, and supervisory knowledge, skills and abilities for this position; Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s) and be insurable by the City's insurance carrier; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical, office or shop machines or tools within moderate tolerances or limits of accuracy.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include

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ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to toxic/caustic chemicals; moving machinery.

Environmental Factors Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents.

Special Certifications and Licenses:

Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s) and be insurable by the City's insurance carrier.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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