

**CITY OF THOMSON, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE:	MECHANIC	DEPT. CODE:
DEPARTMENT:	FLEET OPERATIONS AND MAINTENANCE	DATE LAST REVISED: 02/2021
REPORTS TO:	FLEET OPERATIONS AND MAINTENANCE DIRECTOR	

JOB SUMMARY:

This position performs routine repair and maintenance duties of City-owned equipment and all City vehicles. Duties entail specialized skills such as welding, fabricating, and plasma cutting.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Operates light and heavy equipment.
- Responds to all work requests.
- Follows the established preventative maintenance work orders for all city equipment and vehicles.
- Maintains a clean and safe working environment.
- Performs skills such as welding, fabricating, and plasma cutting.
- Diagnoses problems and constructs and implements a solution.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of how diesel, electric, and gasoline engines operate.
- Knowledge of how pneumatic and electrical controls operate.
- Knowledge of the standard practices, methods, materials and tools of the mechanical trade.
- Knowledge of using mechanical equipment and tools such as hand, electric and air tools, welders, cutting torch, grinders, backhoes, dump truck, boom truck, pickup trucks, and diagnostic equipment.
- Knowledge of safe work practices, including safe and effective use of equipment and tools.
- Skill in interpersonal relations; ability to cope and deal with people in a courteous manner.
- Skill in communications; must be able to accept and understand instruction and must be able to effectively work under supervision.
- Ability to perform strenuous and routine work.

SUPERVISORY CONTROLS: The Fleet Operations and Maintenance Director assigns work in terms of general instructions. The supervisor spot-checks and reviews ongoing and completed work for effectiveness of results.

SCOPE AND EFFECT: The purpose of this position is to assist in maintaining City equipment and vehicles at an acceptable level of safety, utility, and attractiveness. Failure can result in inaccurate construction or repair and can create unsafe conditions and lost time and money for the City.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work is typically performed with the employee intermittently sitting, standing, crawling, stooping, bending, crouching, stretching, walking, and reaching with the hands and arms. Employee must lift both light and heavy objects frequently, climb ladders, and possess a high degree of manual dexterity. Hear sufficiently to recognize changes in sounds made by machinery, equipment, or motors. Work is performed inside city buildings and outdoors where employee is occasionally exposed to cold, hot, or inclement weather. Employee is exposed to noise, dust, dirt, grease, machinery with moving parts, vibrating equipment, high voltage equipment, and sharp tools. Employee must wear protective devices such as masks or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS REQUIRED:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to thoroughly understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Valid Georgia Class C Driver's License required.
- Possession of or ability to readily obtain a valid CDL (A) driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

file: Mechanic

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.