



From Human Resources Department

Date: January 8, 2015

The following full-time position is available immediately:

Department: Garage

Position: Mechanic

Days/Hours: 7:00 a.m. – 4:00 a.m. (Monday – Friday)

Grade 9

Salary Range: Minimum \$27,473.72 Maximum 41,210.00

(Salary Commensurate with Experience)

ESSENTIAL JOB TASKS

Diagnoses and performs mechanical repair work on diesel and gasoline-powered vehicles, trucks and heavy equipment; replaces transmissions, and replace and/or rebuild engines; makes necessary repairs and adjustments; replaces worn or defective parts.

Performs scheduled preventive maintenance on vehicles and equipment, such as performing tune-ups and checking lights, tires, wiper blades, horns, etc.

Lubricates, repairs and replaces parts and filters; replaces spark plugs; installs radiator hoses; replaces belts; diagnose service problems and replace air conditioner systems.

Changes, repairs and replaces tires.

Test and repair propane system on engines.

Checks and replaces brakes.

Performs maintenance and repair work on electrical, exhaust, transmission, brake and hydraulic systems.

Performs welding and fabrication work as needed.

Conducts road tests after repair work is completed to ensure that all vehicles are mechanically safe and function properly.

Provides emergency field assistance to disabled vehicles.

Picks up parts from vendors as necessary; assists in maintaining inventory of necessary parts and supplies.

Maintains records of work completed and parts used.

Maintains assigned tools and equipment.

Maintains a clean and orderly shop.

Attends training, workshops, meetings, etc., as appropriate to maintain or enhance job knowledge and skills.

DATA INVOLVEMENT:

Requires copying, transcribing, entering or posting data or information.

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as vehicles, trucks, construction equipment, emergency vehicles and other mechanical equipment; may involve installation and testing. Involves operations of limited scope.

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in automotive mechanics or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina commercial driver's license; must obtain tanker endorsement within 1 year (permit within 6 months).

Must possess current certifications attesting to the completion of training and acquired knowledge, skills and abilities in the repair and maintenance of automotive equipment.

EXPERIENCE REQUIREMENTS:

Must possess at least five years of experience as an automotive mechanic.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, toxic/caustic chemicals, heights.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, texture and odor perception.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers, customers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

Interested employees may file an application with the Human Resources Department on or before Thursday, January 15, 2015.