

HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising and performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. Work is performed under general supervision with leeway for exercising independent judgment in completing job duties. Supervision is exercised over subordinate automotive mechanics.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs skilled operations in making general repairs on gasoline and diesel motor equipment
such as trucks, tractors, and other motorized equipment;

Repairs or replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;

Repairs ignition systems, transmissions, brake systems, clutches, and front or rear axles;

Adjusts connecting rods and bearings, steering mechanisms, and aligns wheels;

Greases vehicles, changes oil, and changes filters;

Assists in conducting a preventive maintenance program for the employing municipality's
automotive equipment;

Assigns work to subordinate automotive mechanics;

Assists in preparing work schedules, maintaining personnel and payroll records, and in handling
other aspects of personnel administration with regard to automotive mechanic shop
employees;

Evaluates work of subordinates and reviews work with employees;

Assists in preparing department budget.

HEAD AUTOMOTIVE MECHANIC**Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult automotive repairs to automotive and other mechanical equipment; good knowledge of safety procedures used in repairing automotive equipment; ability to plan and supervise the work of others; good motor and hand to eye coordination; manual dexterity; and ability to complete job tasks in an acceptable length of time.

MINIMUM QUALIFICATIONS: Three (3) years of experience in performing skilled automotive repair and/or maintenance tasks.