

GRADE: 8NE

POSITION TITLE: MECHANIC II
BUREAU: AUXILIARY SERVICES
DIVISION: FLEET SERVICES

REPORTS TO: SHIFT SUPERVISOR
SUPERVISES: NONE

POSITION SUMMARY: Performs duties to diagnose and repair automotive malfunctions in St. Louis Metropolitan Police Department vehicles.

FUNCTIONS OF THE JOB:

Essential Functions:

- 1) Perform preventative maintenance and safety inspections.
- 2) Diagnose and repair malfunctions in electrical system, engine performance, transmission, brake system, suspension system, and air conditioning and heating systems.
- 3) Diagnose and repair safety equipment malfunctions.
- 4) Perform vehicle alignments.
- 5) Consult vehicle manufacturer maintenance manuals for standard parameters on repairs.
- 6) Consult with vehicle driver on malfunctions and damages.
- 7) Clean and wash vehicles after repairs and maintenance are finished.
- 8) Comply with safety rules and regulations; keep work area in a neat and orderly fashion.
- 9) Comply with revisions from time to time after mutual consultation.
- 10) Regular, punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, Walking, Stooping, Reaching, Pushing, Pulling, Grasping, Hearing, Talking.
- 2.) Clarity of vision at 20 inches or less and 20 feet or more with the ability to adjust the eye to bring objects into sharp focus and to distinguish colors.
- 3) Employee required to exert 50 to 100 pounds of force occasionally and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force continuously to lift, push, pull or otherwise move objects.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Somewhat undesirable working conditions - employee exposed to odor, noise, dust, heat, cold, electrical current, gases, fluids and fumes.

POSITION QUALIFICATION REQUIREMENTS:

Knowledge:

High school diploma and Technical or Trade school certificate, or equivalent with intermediate mathematics skills. Good working knowledge of automobile mechanics and repair.

Experience:

A minimum of three years experience in automotive repair or equivalent, or a minimum of one year as a Mechanic I. The following ASE Certifications are desirable:

- a. A4 Suspension and Steering
- b. A5 Brakes

Skills and Abilities: Skills and abilities that may be representative but not inclusive of those commonly associated with this position:

- 1) Apply common sense understanding to carry out instructions furnished in written or oral form.
- 2) Ability to communicate effectively both written and oral.
- 3) Ability to work independently.
- 4) Ability to work with various levels of employees.
- 6) Ability to diagnose and perform moderate automotive repair work.
- 7) Ability to read and interpret automotive mechanic manuals.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position:

Various Automotive Tools, Power Tools, Hand Tools, Vehicle Lift, Computer.

License(s)/Certification(s) Required:

1. Valid Driver's License,
2. Missouri State Inspector License,

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by	Revised by	Revised by
DM - 12/97	MG: 6/03	MG - 04/08			