

**CITY OF SAVANNAH
JOB DESCRIPTION**

JOB TITLE: ASSISTANT MECHANIC

DEPARTMENT: Utility

CLASSIFICATION: Non-Exempt / Regular Full-Time Employee

REPORTS TO: Master Mechanic

PREPARATION DATE: March 4, 2021

REVISION DATE: August 26, 2021

DEFINITION:

Employees in this class are under general supervision of the Master Mechanic. Work performed in assisting with repairs and preventive maintenance on city vehicles, heavy equipment, and miscellaneous small equipment. Also, performs maintenance and custodial services in the shop.

EQUIPMENT/JOB LOCATION:

Employee will operate various hand tools, including spray gun, sander, grinder, grease gun, hydraulic jack, welding tools, etc.

Employee at times will operate a backhoe, trencher, dump truck, hydraulic lift equipment, small wheel equipment and other heavy or light duty equipment.

Work may expose employee to high places, dangerous machinery and its moving parts, sharp tools, fumes, chemicals and/or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists mechanic with repairing and maintaining vehicles and equipment.

Cleans and maintains shop equipment and tools.

Maintains and monitors parts and fluid inventories.

Maintains shop in a clean and orderly manner.

Check batteries and fluid levels in equipment and replaces or replenishes as needed.

Pick up supplies and parts from vendors or suppliers as necessary.

Employee may be required to lift heavy objects weighing more than 25 pounds.

Ability to read and follow manufacturer O&M manuals for maintenance and repair of various vehicles and equipment.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of automotive and equipment bodywork and repairs.

Knowledge of the safe operation of equipment used and maintained.

Ability to perform a variety of body and minor mechanical repairs or preventive maintenance on city vehicles and equipment using a variety of power and hand tools.

Ability to establish and maintain effective working relationships with co-workers and suppliers.

Ability to understand and follow oral and written instructions in a timely and efficient manner.

QUALIFICATIONS:

Any combination of training and experience equivalent to:

Graduation from a standard high school.

Must possess a valid Tennessee Operator's License and Tennessee Commercial Driver's License.

Must pass a pre-employment physical and pre-employment drug screening by a licensed physician.

ADA COMPLIANCE:

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require

the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, fumes, temperature and noise extremes, hazardous materials, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Savannah, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THIS IS A SAFETY SENSITIVE POSITION

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT:

This job description reflects the general duties and responsibilities of this position and is not all-inclusive. The employee may be assigned other duties that are not specifically included.

Employee Signature

Date