



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: AUTOMOTIVE MECHANIC

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 6390

PAY RANGE CODE: [07130](#)

REVISION DATE: 9/28/17

NATURE OF WORK:

This is skilled mechanical work in the equipment repair, overhaul, replacement and maintenance work on engines, related component, sub-component parts and assemblies used in automotive, construction and specialized equipment powered by electrical motors, internal combustion gas, diesel or alternative fueled engines. Work includes performing safety inspections and preventive and corrective maintenance, and operating equipment to ensure proper functioning using accepted troubleshooting and diagnostic techniques in order to isolate malfunctioning parts and assemblies. Work is performed under the direction of an automotive repair foreman.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Repairs all types of electrical and internal combustion gas, diesel and alternative fueled vehicles and equipment including trucks, fire apparatus, automobiles, tractors, cranes, construction, agricultural and marine equipment and their integrated mechanical, electrical, hydraulic, pneumatic and computerized component and sub-component systems; isolates cause of malfunction by using diagnostic and other troubleshooting equipment; repairs, replaces and adjusts such parts as brakes, steering systems, pumps, hydraulic rams, and all other automotive vehicles parts and systems; tunes engines and aligns wheels.

Repairs and rebuilds or replaces automotive components including engines, transmissions, differentials, clutches, lights, electrical systems, pumps, carburetors, sirens, generators, air conditioners, and hydraulic apparatuses.

Repairs or replaces worn hoses, belts, gauges, valves, and other accessories.

Fabricates parts when replacement parts are unavailable.

Operates and road tests equipment to diagnose repair needs.

Performs body repairs including painting, striping, and lettering.

Performs routine welding in conjunction with regular automotive mechanical work.

Delivers and picks up vehicles sent out for repair.

Orders and picks up parts and equipment.

Provides emergency service to start vehicles, makes repairs, or transports them to a repair facility.

May act as lead worker on large repair projects.

Prepares and maintains computerized records, reports, and logs associated with vehicle maintenance and repair, direct and indirect labor, and parts and materials used and/or ordered.

Cleans and maintains shop areas.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the standard practices and equipment of the automotive mechanic trade and the ability to apply these techniques to actual work situations.

Knowledge of the operating principles of gasoline, diesel, and battery powered engines and of mechanical, electrical, electronic, and hydraulic repair methods applicable to engines and related equipment.

Knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in diagnosing equipment defects.

Skill in the use of tools and the operation of machines and equipment employed in equipment repair and maintenance.

Ability to operate all types of construction, maintenance, and emergency vehicles and equipment.

Ability to read and interpret schematics such as hydraulic, pneumatic, electrical, mechanical and computerized systems.

Ability to complete work orders and other forms.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to learn and adapt to advances in computer and electronics device technology and software.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school diploma or its equivalent

AND

Two (2) years of experience as an automotive and/or heavy equipment mechanic, including experience with gasoline, diesel, and electrically powered equipment

OR

An equivalent combination of education, training and/or experience.

Current certification by the National Institute for Automotive Service Excellence (ASE) in the automobile or medium/heavy truck special areas may be substituted for the two years of experience requirement.

SPECIAL QUALIFICATIONS

Must possess a valid class "A" commercial driver learner's permit at the time of employment.

Must possess a valid class "A" commercial driver's license with "N" endorsement, and air brake certification by the end of the probationary period.

Must take and pass the City of Omaha's forklift training class by the end of the probationary period.

Must possess a Second Grade Hoisting and Engineer's Certificate by the end of the probationary period.

Must be a certified air conditioner repairer before the end of the probationary period.

Must be in possession of tools specified by the City which will be inspected and approved by a shop supervisor.

Must be willing to purchase additional hand tools as required by the end of the probationary period, and thereafter as needed.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an automotive and equipment garage environment which involves exposure to noise, vibrating machinery, moving mechanical components, electrical current, high places, confined spaces, conditions of high humidity, fumes, odors, dust, and gases, and exposure to chemicals. Work may also be performed outdoors in all weather conditions.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Hand Tools	Service Vehicle	Tow Truck
Forklift	Cutting Torch	Impact Wrenches
Painting Equipment	Grinders and Drills	Hoists and Jacks
Two Way Radio	Battery Charger	Welding Equipment
High Pressure Washers	Saws	Lathe
Air Conditioning Charging equipment		
Computer/Mobile Electronic Device		
Testers and other Minor Repair Equipment		

Previous Revision Date(s):	5/30/96	2/26/15
	3/27/03	
	8/30/12	

**AUTOMOTIVE MECHANIC-PARKS MAINTENANCE
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Working on engines; use of grinder (for gasket services).		X		
Walking	Moving within the garage; moving from garage to shop; walking to outside area to access vehicles and equipment		X		
Sitting	Moving within the garage; moving from garage to shop; walking to outside area to access vehicles and equipment		X		
Lifting	Handling various parts of tools up to 50 lbs. alone and up to 106 lbs. with two people. And up to 15 feet.		X		
Carrying	Moving tools equipment parts and components from work bench to/from vehicle; moving parts from shop to garage.		X		
Pushing/ Pulling	Moving tools equipment parts and components from work bench to/from vehicle; moving parts from shop to garage.		X		
Climbing	Entering and exiting vehicles; step stools available (1-2 steps)		X		
Balance	Entering and exiting vehicles; step stools available (1-2 steps)			X	
Stooping	Accessing areas in vehicles; performing tasks on work bench (33"); picking up tools and equipment from the floor level.			X	
Kneeling	Cleaning gear box; inspecting vehicles for leaks; getting on/off of creeper.	X			
Crouching	Accessing areas in vehicles; performing tasks on work bench (33"); picking up tools and equipment from the floor level.			X	
Reaching	Using tools when working on equipment; accessing parts and equipment. Working on equipment on the hoist.			X	
Hand Usage	Use of tools/equipment to repair; assemble/disassemble parts and equipment. Heavy grasping when handling hoses and tools. Tools include but are not limited to: hoists; air tools; hand tools; creeper; grinder; press.			X	
Crawling	Accessing equipment under vehicles on service calls (no hoists available); getting on/off creeper.	X			
Laying Down	Using the creeper when working under the trucks installing; replacing; repairing components.		X		

**AUTOMOTIVE MECHANIC-STREETS DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Changing alternators; starters and making electrical repairs.		X		
Walking	Moving around garage area; getting parts and components in the yard or in the storage area. Individuals walk on concrete, gravel and in different conditions.		X		
Sitting	Utilizing mechanics chair when working on electrical.		X		
Lifting	Handling various parts of tools up to 102 lbs. alone and up to 153 lbs. with two people. And up to 24 feet.		X		
Carrying	Moving parts from the store room to the garage area. 10-20'.		X		
Pushing/ Pulling	Moving floor jack into position for use; then downward pushing force when raising vehicle with a hydraulic floor jack.		X		
Climbing	Entering and exiting trucks and other vehicles; up/down 12 step vertical ladder to access the tire storage area. Each rung is 12".		X		
Balance	Working around moving vehicles; walking on uneven terrain; walking in various weather conditions.			X	
Stooping	Accessing various areas of the vehicle engine to replace or repair parts/components.		X		
Kneeling	Working on brakes; working on some electrical components.	X			
Crouching	Accessing various areas of the vehicle engine to replace or repair parts/components.		X		
Reaching	Installing/replacing alternators; starters; working in the cab on the electrical components; airline; strobe lights. Accessing PM hoses (Grease, Anti-freeze, Hydraulic Fluid, Oil); accessing the air hose.			X	
Hand Usage	Use of various tools and equipment including but not limited to: Grinder, Stick Welder, Impact Wrenches; Drills, Wrenches; Hammers (dead blow, ball peen, sledge 5 lb.), Pliers; Screw Drivers; Sockets; Ratchets.				X
Crawling	Getting under the frame and wheel when accessing the electrical; air products; drive line products; brake products; changing oil and filters; using creepers.		X		
Laying Down	Using the creeper when working under the trucks installing; replacing; repairing components.		X		

**AUTOMOTIVE MECHANIC-TRAFFIC DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Working on parts, welding, using the lathe, using press plate etc.			X	
Walking	Walking throughout shop to gather parts and retrieve equipment on a solid concrete floor. Averaged 700 steps a day over the last week.		X		
Sitting	Sitting occurs when ordering parts, doing paperwork, answering phone calls, repairing certain equipment.		X		
Lifting	Handling various parts of tools up to 100 lbs. And up to 54 feet.		X		
Carrying	Moving lathe chuck, 5 gallon paint, and press plate up to 45 lbs.		X		
Pushing/ Pulling	Pushing/Pulling objects up to 65 lbs. at a height of 80 feet.		X		
Climbing	Step ladder of 3 steps to acquire parts on shelves ranging from 24" to 84". Twelve steps to get to upper dock of shop. 4 step vertical ladder to get into Striper dock.		X		
Stooping	While working at various tables in the shop. Three different work stations at 37" height, 40" height and 32" height (welding table).		X		
Kneeling	Required to access parts of equipment that need repaired. Equipment may include but not limited to striper truck, engine, tillers, line lasers etc.		X		
Crouching	Squatting while rewiring striper truck which has up to 2 miles of wire.		X		
Hand Usage	Using mouse/keyboard, tools, 5 lbs. grinder, welding equipment require 2 lbs. trigger force, lathe equipment			X	

**AUTOMOTIVE MECHANIC-COMPOST DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Repairing equipment at shoulder height, standing at a work station which is at 36" height.		X		
Walking	Ambulating through shop, access equipment on compost yard and gather required tools for the repair.		X		
Sitting	Working in the cab of the front end loader, welding for prolonged periods of times on lower equipment and operating all equipment.		X		
Lifting	Raising and lowering an object weighing up to 100 lbs. from one level to another from 6" to 20".		X		
Carrying	Transporting an object through walking weighing up to 100 lbs. over a distance of 10-20 feet.		X		
Pushing/ Pulling	Pushing/pulling welders weighing up to 75 lbs.		X		
Climbing	Ascending or descending an apparatus or structure in and out of vehicles with steps of up to 20".			X	
Balance	Walking on uneven terrain, climbing ladders, and walking on catwalks.		X		
Stooping	Working under the hood of a truck, greasing/welding equipment.		X		
Kneeling	Working in areas under heavy machinery.	X			
Crouching	Setting up hitches for equipment, picking up tools.		X		
Reaching	Greasing inserts, check oil for equipment.		X		
Hand Usage	Welding, changing oil, repairing equipment, making hydraulic hoses, grinding, sawing, hammering.				X
Crawling	Get under heavy machinery to access faulty parts.	X			

**AUTOMOTIVE MECHANIC-FLEET MANAGEMENT
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Working on doors/windows, installing/repairing mirrors, and inspecting vehicles.		X		
Walking	Moving around while assessing and retrieving parts/components. Surface includes mostly concrete floors with some uneven terrain.			X	
Sitting	Performing computer work and utilizing chairs and stools while working on brakes.		X		
Lifting	Handling various parts of tools up to 75 lbs. alone and up to 117 lbs. with two people.			X	
Carrying	Moving parts and components throughout the shop and from the tool room.		X		
Pushing/ Pulling	Moving carts with a force up to 45 lbs. and up to 25 feet.	X			
Climbing	Entering and exiting vehicles and utilizing a ladder to access higher parts of the vehicles.		X		
Balance	Utilizing step ladders, step stools, and climbing on various vehicles.		X		
Stooping	Inspecting vehicles, changing tires, working at the bench, and performing tasks on wheels/tires.			X	
Kneeling	Accessing the creeper and when getting under the frame of a vehicle.		X		
Reaching	Performing maintenance and repair tasks on vehicles. Working underneath vehicles while lying on the creeper. Performing overhead tasks working on the starter and exhaust systems.			X	
Hand Usage	Utilizing various power and hand tools and other equipment when performing the repair and maintenance/preventative care of the vehicles.				X
Crawling	Assessing components of the vehicle inside the frame performing electrical work as well as when assessing the creepers.		X		