

## **CITY OF SMYRNA**

### **CHIEF MECHANIC**

#### **DEFINITION**

This position is under the administrative direction of the Water and Wastewater Treatment Plants Superintendent. This employee is responsible for the performance and supervision over a group of mechanics performing a variety of maintenance and repair of automotive, construction, production, treatment and maintenance equipment, both gasoline and diesel powered, scheduling preventative maintenance and repair and performing related work as required. Accepted standards for the repair and maintenance of vehicles and equipment help guide work. The employee must use independent judgement when deciding a course of action regarding the repair of equipment.

#### **EQUIPMENT/JOB LOCATION**

The employee will operate a computer, fax machine, copier and other modern office equipment.

The employee will use a variety of small tools and machinery. The employee may also operate light and heavy equipment such as a bulldozer, tractor, sanitation truck, mower, backhoe, etc.

The employee generally works outdoors and may be exposed to fumes and chemicals, toxic substances, noise, heavy lifting, sharp tools, extreme conditions of weather, and machinery with moving parts.

#### **ESSENTIAL FUNCTIONS OF THE JOB**

Performs and supervises the service, maintenance and repair of all city equipment and vehicles. Diagnoses automotive, construction and maintenance equipment mechanical problems and the cause of the malfunctions.

Operates power tools in maintaining, fabricating and repairing equipment.

May perform welding, acetylene burning, brazing and soldering as required.

Operates heavy and light equipment.

Trains subordinates in techniques of preventative maintenance of vehicles and equipment.

Maintains an inventory of repair parts, requisitions and or purchases.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Assists with preventative maintenance of vehicles.

Tunes and adjusts parts for maximum vehicle performance.

Performs related work as required.

## **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of mechanical maintenance and repair as it pertains to heavy and light equipment and vehicles.

Knowledge of the occupational hazards and necessary safety precautions applicable to mechanical maintenance and repair work.

Knowledge of the use and care of tools and equipment necessary to perform various mechanical repair tasks.

Knowledge of standard practices and equipment of the diesel and gasoline mechanic trade.

Knowledge of the principles of operation of gasoline and diesel engines.

Knowledge of parts, materials, and equipment used in the maintenance and repair of automotive, construction and other equipment, both gasoline and diesel powered.

Knowledge of the principles and practices of supervision.

Ability to plan, supervise, train and review the work of subordinates.

Ability to understand and follow oral and written instructions and to organize and plan work independently.

Ability to give oral and written instructions to subordinates and to direct the flow of a considerable volume of detailed work.

Ability to efficiently prepare and maintain thorough and accurate reports and records.

Ability to operate a computer for record keeping.

Ability to read shop manuals to determine the best method of repair.

Ability to operate a variety of heavy and light equipment as well as a variety of small tools and machinery.

Ability to diagnose and correct vehicle defects through the use of hand tools and electronic equipment.

Ability to establish and maintain effective working relationships with other employees.

## **QUALIFICATIONS**

Graduation from a standard high school or trade school, or an equivalent combination of experience and training.

Must possess a valid State of Tennessee drivers license.

Must have at least two years training in automotive or vehicle repair, or an equivalent amount of experience.

Some experience in the operation of heavy and light equipment.