

**Pulaski County**  
**Job Title: General Garage Mechanic**

**Department:** Joint Garage Facility

**Reports to:** Garage Supervisor

**Supervision Exercised:** None

**Supervision Received:** Work is performed under regular supervision.

**Classification (FLSA):** Full time – Forty (40) hours/week          Non-Exempt

**Category:** Central Garage

**Job Summary:** Performs difficult skilled mechanical work on fleet equipment; does related work as required.

**Job Requirements:** Any combination of education and experience equivalent to completion of eleventh grade and considerable experience in repairing automotive, light and heavy power-driver equipment. Possession of a valid appropriate commercial drivers license issued by the Commonwealth of Virginia. Possession of a Virginia State Inspectors License helpful. Possession of adequate hand tools required to perform the necessary work (as provided through Pulaski County's Tool Allowance Policy, mechanics receive an annual \$1,420 supplement to their salary for the purchase of tools that must be substantiated by receipts to be placed in their personnel files). This position may be required to work second shift, weekends, or some combination of hours which are different from current operating hours of mechanics.

**Physical/ADA Requirements:** Ability to perform continuous manual labor at a reasonable pace up to four hour continuous period; ability to lift a minimum of 25 pounds to a maximum of 100 pounds on a daily basis and in awkward positions; ability to climb onto and off equipment numerous times daily; ability to squat, crawl or lie under vehicles to perform repairs on a regular basis; possess dexterity required to get into tight spaces and remove, replace or repair components while in physically awkward locations.

**Job Duties and Performance Standards**

**I. Typical Tasks:**

- Maintains complete maintenance service of fleet owned vehicles;
- Diagnoses and adjusts, repairs and services a wide variety of engines;
- Services air conditioning systems;
- Installs, repairs, overhauls and maintains specialized equipment;
- Overhauls, fabricates and services a variety of mechanical assemblies and accessories, air hydraulic, vacuum and electric controls, systems and components;
- Operates various types of shop equipment, machinery, precision instruments, specialized tools and devices such as valve refacing and reseating equipment, micrometers, dial gauges, wheel alignment gauges, clutch cover assembly devices, power saws, grinders, drill presses, brake lathes, welder, torches and computer diagnostic equipment;
- Requisitions parts and materials used in the repair of equipment.

**II. Knowledge, Skills and Abilities:**

- Thorough knowledge of the construction, design, repair and adjustment of a wide variety of conventional equipment and machinery to include gas and diesel;

- Thorough knowledge of the usual types of automotive tools and equipment, as well as the special tools, gauges, machinery and shop equipment used in vehicle repair;
- Ability to detect by inspection any worn, defective or improperly adjusted part of the assembly;
- Ability to participate in the work of a small group of mechanics and servicemen;
- Ability to follow oral and written instructions and to keep records of repair and service operations;
- Ability to perform work under varying climate conditions and ability to understand and follow specific oral and written instructions from supervisory personnel.

**III. Professionalism and Confidentiality: Abide by all County policies and procedures**

- Understand and consistently implement all County policies and procedures;
- Maintain confidentiality with all vendors and employee transactions and activities; and
- Share knowledge and assist other staff with day to day activities to promote effective teamwork to accomplish the goals of the County.

**IV. Training and Job Development:**

- Responsible for continuing education development and building knowledge of library skills and resources.
- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.**