



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

| | |
|--|----------------------------|
| CLASS TITLE: VEHICLE MAINTENANCE MECHANIC | CLASS CODE: MT10 |
| DEPARTMENT: Fleet Services | PAY GRADE: 33 |
| REPORTS TO: Fleet Manager | FLSA: Non-Exempt |
| SUPERVISES: N/A | REVISED: 04/24/2018 |

PURPOSE AND SCOPE:

Under the direct supervision of the Director of Fleet Services, performs skilled duties in the maintenance and repair of gasoline and diesel-powered vehicles and street signs. Performs and executes all duties within established safety and other applicable regulations, guidelines and procedures.

This position is designated as Essential in the event the JIPSD Emergency Operation Plan is activated. This position is subject to being assigned "on-call" status as needed to accommodate the needs of the JIPSD.

ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

- 60% Perform scheduled periodic maintenance and inspections on District vehicles.
- 15% Overhaul breaks, hydraulic systems, exhausts, cooling, electrical systems, axle, suspensions, etc.
- 10% Repair engines and perform tire mounting/replacement and other repair duties.
- 10% Perform welding duties as needed, clean and maintain building #4
- 05% Maintains a 24 hour on-call status for a two- week rotation with other Fleet Department Associate.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- Maintains cleanliness of the shop, storage room, bathroom, and parts room, as well as the surrounding area.
- Performs other duties as required.

EQUIPMENT:

Welding machine, spot welding machine, plasma cutter, automotive painting equipment, electric grinder, electric drill, air compressor, power tools, torque wrench, various mechanic tools, hand tools, acetylene gas blowtorch test light, wiring diagrams, specification manuals, gages, voltmeters, protective clothing, hard-hat, safety glasses, steel toe boots, ear plugs.

WORKING CONDITIONS:

Working inside and outside as required. May be subject to outside environmental conditions with minimal protection from the

weather. Subject to temperature changes- variations in temperature which accompany heat. Subject to noise and vibration- noise/vibration, either constant or intermittent. Subject to atmospheric conditions- one or more of the following conditions may affect the respiratory system or the skin: FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION.

HAZARDS:

Conditions or situations in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, exposure to radiant heat and explosion, solvents and chemicals.

PHYSICAL DEMANDS CATEGORY:

VERY HEAVY. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 100 lbs., frequent lifts over 50 lbs., constant lifts over 20 lbs, and a MET level over 7.5.

PHYSICAL JOB DEMANDS:

| | Not Required | Infrequent | Occasional | Frequent | Constant |
|------------------|--------------|---------------------------|--|---|---|
| | | <i>Not on Daily basis</i> | <i>0-33% of shift, 1-100 repetitions</i> | <i>33-66% of shift, 100-500 repetitions</i> | <i>67-100% of shift, 500+ repetitions</i> |
| Standing | | | | X | |
| Walking | | | | X | |
| Lifting | | | >100# | | |
| Carrying | | | >100# | | |
| Push/Pull | | | >100# | | |
| Climbing | | | X | | |
| Balancing | | | X | | |
| Bending | | | X | | |
| Kneeling | | | X | | |
| Crawling | | | X | | |
| Reaching | | | | X | |
| Handling | | | | X | |
| Squatting | | | X | | |
| Sitting | | | X | | |

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operation of light and heavy-duty gasoline and diesel engines.
 Knowledge of the procedures and techniques of gasoline and diesel engine maintenance & repair.
 Knowledge of the safety procedures of vehicle operation and maintenance.
 Knowledge of the standard equipment used in engine repair and maintenance.
 Knowledge of the operation, maintenance, and repair of hydraulic systems.
 Ability to work independently as well as with fellow associates.
 Ability to adapt tools and other equipment to unique repair needs.
 Ability to exert up to 100 pounds of force throughout the work day.
 Ability to understand and carry out complex written and oral instructions.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

High School Diploma or GED plus: four (4) years of experience in the maintenance and repair of gasoline and diesel engines; or completion of a vehicle mechanic's training program in a technical school and two (2) years of experience in the maintenance and repair of gasoline and diesel engines.

Must possess a valid South Carolina Driver's License

Must possess the following within one (1) year of appointment to this position:

Valid South Carolina Commercial Driver's License (CDL) – Class A or B.




Position incumbents must have successfully completed and possess the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:

- NIMS 100PWb - NIMS 700 - NIMS 800

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

| | |
|---|------------------------|
|  Department Head Review | <u>4-24-18</u> Date |
|  Human Resources Review | <u>4/24/18</u> Date |
|  DISTRICT MANAGER'S APPROVAL | <u>5/8/18</u> DATE |

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature

Date

James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace.

We Participate in E-Verify.