



Job Vacancy

Class Title:	Assistant Mechanic
Salary:	\$18.51 - \$26.80

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

PURPOSE

Performs skilled work in maintaining the vehicles and mechanical equipment of all City departments.

ESSENTIAL FUNCTIONS

Plan, carryout, and evaluate preventive maintenance schedules for all vehicles and mechanical equipment, either personally or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Test, service, and repairs vehicles and mechanical equipment.

Inspects, adjusts, and replaces necessary units and related parts in the performance of repair and maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and relate systems, cuts, and welds metal.

Change and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles and mechanical systems.

Help manage the maintenance of departmental parts inventory.

Oversees an ongoing preventive maintenance plan for all City vehicles and equipment.

Provides emergency field assistance to disable vehicles and equipment as needed.

Assist in the preparation of bid specifications for vehicles and mechanical equipment.

Maintains records in accordance with the Georgia Records Retention Schedule, prepares reports and other specialized maintenance of record of vehicles, equipment, and mechanical equipment.

Perform other related duties as required.

Assistant Mechanic

MINIMUM QUALIFICATIONS

Valid Georgia driver's license and CDL certification, or ability to obtain one within one (1) year of hire date.

TOOL AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicles diagnostic equipment; personal computers, calculator, telephone and mobile communication radio.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand, walk, and use hand to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit climb or balance, stoop, kneel, crouch or crawl; and talk or hear and smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical part or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability 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.

How to apply:

Applicants MUST submit BOTH the Employment Application AND Background Consent Form.

****Applications received which do not have BOTH the Employment Application AND Background Consent form attached will NOT be considered****

[Application for Employment and Background Consent Form \(Online\)](#)

[Fair Credit Reporting Act](#)