

AUTOMOTIVE MECHANIC I

The City of Harrisburg is seeking qualified applicants to fill the position of Automotive Mechanic I in the Department of Public Works, Bureau of Vehicle Management. This is the entry level position for Automotive Mechanics. This position performs semiskilled and routine work in the repair and maintenance of automobiles, trucks, and other City equipment and does related work as required. This class is responsible for performing tasks of progressively increasing difficulty in the maintenance of fleet equipment. Assignments are performed under relatively close supervision and may involve tasks to be learned on the job. The work is performed under the close supervision of the Shop Foreman or an Automotive Mechanic IV and the Fleet Manager.

Qualifications include a high school diploma or equivalent; two (2) years of experience in servicing and maintaining automotive equipment; a valid Pennsylvania Driver's License, Class C; State Inspection License, Class I; and State Emissions Inspector License. The individual in this position must be able to provide tools as specified by the Bureau Director.

We offer a competitive salary package (\$33,246.49 which increases to \$39,113.52 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE

Automotive Mechanic I – Department of Public Works – Bureau of Vehicle Management

DEFINITION

This is the entry level position for Automotive Mechanics. This position performs semiskilled and routine work in the repair and maintenance of automobiles, trucks, and other City equipment; assigned related work as required. This class is responsible for performing tasks of progressively increasing difficulty in the maintenance of fleet equipment. Assignments are performed under relatively close supervision and may involve tasks to be learned on the job. The work is performed under the close supervision of the Shop Foreman or an Automotive Mechanic IV and the Fleet Manager.

EQUIPMENT/JOB LOCATION

Work is performed at the Vehicle Management Center and other locations throughout the City. The equipment utilized is, but is not limited to; hydraulic lifts, presses, welders, engine analyzers, electronic tire balancers, charging system testers, cutting torches, grinders, air tools/equipment, vehicle lifts, drills, pullers, come-a-longs, sand blasters, ladders (up to 20 ft.), jacks, battery chargers, air conditioning equipment, drill presses, cranes, tire changing equipment, and other hand tools. Material Handling Equipment, Emission Testing Equipment, and Personal Protective Equipment. Hazardous chemicals such as paint, paint thinner, turpentine, paint stripper, parts cleaner, starting fluid, grease cleaner, silicone, fuel, and other related products are used on a daily basis. Position requires extensive walking, uncomfortable positions, and strenuous physical activity for prolonged periods. Employee is subject to noise, vibration, fumes, odors, dust and adverse climatic conditions. Duties are typically performed weekdays from 7:30 A.M. to 4:00 P.M.; however, employee may be required to work nights, weekends and holidays.

ESSENTIAL FUNCTIONS

Work involves but is not limited to the following: may perform state safety and emissions inspections and shall perform less skilled tasks in the inspection maintenance and repair of equipment, lifting parts/equipment weighing up to 70 lbs. unassisted, assisted when in excess of 70 lbs. Performs emergency road service and pumps fuel. Cleans and cares for tools, equipment and shop area. Loosens and tightens mechanical components in accordance with equipment's manufacturer service requirements and specifications. Performs diagnostic checks on batteries and charging systems. Repairs, replaces and balances tires of all sizes. Replaces lights and fuses. Repairs and replaces defective components and assemblies. Aims headlights. Repairs brake and exhaust systems. Repairs suspensions. Remains alert and reacts appropriately to audio alarms on vehicular equipment. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

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NON-ESSENTIAL FUNCTIONS

Performs other reasonable related duties in equal or lower classifications as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

REQUIRED KNOWLEDGE AND ABILITIES

- Some knowledge of principles and practices of general automotive maintenance and repair.
- Some knowledge of the types, grades and uses of standard automotive lubricants.
- Some knowledge of the mechanical parts of automotive equipment.
- Ability to make minor repairs and mechanical adjustments.
- Ability to understand and follow instructions.
- Skill in the lubrication of automotive equipment and changing tires.
- Good Mechanical aptitude.
- Ability to operate various types of vehicles and equipment.
- Ability to perform manual work involving physical dexterity under adverse work and climatic conditions.
- Ability to react quickly and appropriately to alarms and hazardous situations.

QUALIFICATIONS

High school diploma or equivalent.

Two years of experience in servicing and maintaining automotive equipment preferred. An equivalent combination of experience and training which demonstrates the required knowledge, skills, and abilities may be considered.

Valid Pennsylvania Driver's License, Class C.

State Inspection License, Class I and State Emissions Inspector License.

Must provide tools as specified by the Bureau Director/Fleet Manager.