



# Job Vacancy

## Vehicle Mechanic

### Vehicle Maintenance Department

**Job Description:** Under regular supervision, performs maintenance and repair of a variety of light- to heavy-duty, gasoline- and diesel-powered equipment and other vehicles. Documents work performed and maintains a clean, orderly, and safe work environment. Reports to the Garage Supervisor.

- Performs diagnostic procedures on vehicles/equipment in order to determine necessary repairs or maintenance.
- Maintains and repairs City gasoline- and diesel-powered vehicles and equipment; services all component systems such as engines, emission control systems, fuel systems, ignition systems, starters and alternators, brake systems, hydraulic systems, transmissions and clutches, exhaust systems, etc.
- Performs various preventive maintenance work, such as changing oil and fluids, changing various filters, greasing, cleaning, and other routine tasks.
- Services air conditioning systems in vehicles, adding Freon and replacing condition compressor; inspects heating systems, etc.
- Repairs tires which includes replacing and balancing tires on a computerized balancing system, changing tires with tire changers or manually, replacing tubes, etc.
- Makes road calls and determines the extent of repair needed; performs or initiates corrective action as needed, such as changing tires, jump-starting vehicles, etc.
- Ensures that all vehicles and equipment are in safe working condition before returning to department personnel.
- Completes purchase orders to acquire needed parts and supplies; and keeps an inventory for shop use.
- Maintains work areas in a clean and orderly manner to promote effective and safe operations.
- Utilizes a wide variety of tools, equipment and supplies in the performance of duties.
- Performs all work in compliance with established policies, procedures, regulations, and standards of quality and safety.
- Performs duties on an on-call/24-hour-per-day basis, responds to emergencies as required.
- Prepares required records such as service orders, purchase orders, warehouse issue forms, etc.
- Attends training seminars and courses.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

**Desirable Education and Experience:** Requires a high school diploma or GED equivalent and vocational/technical training in automotive/diesel repair, and two (2) years of experience as a mechanic or a closely related position, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must possess a valid South Carolina Commercial Driver's License.

**Application for Position:** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE.

**Position May be Subject to the Following Background Checks:**  
Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range
208	\$16.90 to \$21.12/ Hourly