

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: AUTOMOTIVE MECHANIC II - POLICE**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: SHOP SUPERVISOR**

**JOB CODE: 2311(P)**  
**DATE: 02/08**

**JOB SUMMARY:**

Performs semi-skilled and skilled work in servicing, maintenance, and repair of automotive, heavy-duty motor equipment, and emergency response vehicles such as mechanical fire equipment and police patrol vehicles.

**ESSENTIAL JOB FUNCTIONS:**

Overhauls, adjusts, maintains, and repairs motor-driven equipment such as automobiles, trucks, fire response vehicles, police patrol vehicles, graders, tractors, sweepers, loaders, air compressors, and other related mechanical equipment; installs or rebuilds special accessory equipment and attachments; maintains special lights and sirens on emergency response vehicles.

Performs major repairs by disassembling or replacing worn or broken parts; assembles, rebuilds, and adjusts gasoline and diesel engines, clutches, differentials, transmissions, drive trains, rear and front ends, suspension systems, electrical and ignition systems, brakes, hydraulic and pneumatic equipment, cooling systems, fire pumps, exhaust and pollution control devices, accessory power equipment, centrifugal pumps, and mechanical fire and police equipment.

Performs routine servicing and preventative maintenance on all city vehicles, including changing oil and filters, refilling lubricant, rotating tires, tuning up engine, replacing worn parts, and inspecting for safety hazards.

Schedules repairs and preventative maintenance of equipment and vehicles used for police suppression according to usage time and mileage.

Troubleshoots and repairs electrical malfunctions; replaces wiring and other parts as necessary.

Researches, locates, and maintains large inventory of specialized parts and accessories necessary to maintain the fleet of police emergency vehicles; assists with annual inventory check of parts.

Assists in the specification, design, inspection, and acceptance of new emergency vehicles and equipment.

Installs and mounts radio equipment in police vehicles; installs laptop computer stands in police vehicles.

Install and removes all equipment, light bar, opticom, prisoner barriers and seats, wiring, shotgun rack, and equipment pertaining to project 54.

Maintains police radar units/inventory; maintains records for radar units; provides information on radar units when needed for court cases.

Work with the Information Technology Department to maintaining and repair laptop computers.

Ensures that vehicles requiring repairs are sent back to dealer when warranty-covered failures occur.

Cleans and maintains shop area; inventories daily fuel usage.

Maintains record of completed repairs, including time and parts used; obtains estimates on city vehicles involved in accidents.

Maintains personal tool inventory.

Attends training seminars and classes to remain current in field.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Hand Tools  
Welding Equipment

Diagnostic Equipment  
Hydraulic Jack

Power Tools  
Tire Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school, technical diploma, or GED; and, additional training in automotive and heavy equipment mechanical maintenance and repair; and, two years of experience in automotive or heavy equipment maintenance and repair; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Class (B) Driver's License with air brake endorsement.

New Hampshire Vehicle Inspection License and Emission Control Testing.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Standard practices, methods, tools, and equipment of automotive mechanic trade.

Design, operation, and repair of light and heavy-duty gasoline and diesel equipment, hydraulic and accessory power equipment, pumps, and firefighting apparatus.

Principles of internal combustion engines.

**Skill in:**

Use and care of tools and equipment related to field.

Performing welding.

Mechanical and electro-mechanical aptitude.

**Mental and Physical Abilities to:**

Assist in and perform major maintenance and repair of automotive equipment.

Follow oral and written instructions and comprehend technical instructions.

Perform duties while intermittently sitting, standing, stooping, bending, or crouching.

Frequently lift and move heavy objects such as heavy equipments tires& rims, drums, rotors, calipers, drive shafts and springs.

Distinguish between shades of color.

**Working Conditions:**

Automotive Mechanic II

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The employee is exposed to noise, dirt, dust, smoke grease, machinery with moving parts, irritating chemicals, inclement weather and extreme temperatures.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.