

**STPSO**  
**Job Description**

**Job Title:** Automobile Mechanic  
**Department:** Fleet Administration  
**Reports To:** Lieutenant  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 09/02/2020  
**Salary Range:** \$39, 724 + full benefits

**Summary:** Repairs and services vehicles of the STPSO fleet by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Examines vehicles to determine malfunction and repairs desired.

Perform routine maintenance on vehicles.

Enter data regarding repairs and maintenance into computer. Be able to generate work orders and expedite the same.

Removes and replaces parts of ignition system such as spark plugs, points, coil, or alternator to complete tune-up or replace malfunctioning part of system.

Be able to run computer diagnostics on vehicles.

Diagnose problems quickly and accurately. A thorough knowledge of cars' mechanical and electronic systems is required. Use of electronic tools, engine analyzers and computers is necessary.

Perform services on vehicles as needed such as: replacing chassis parts, ball joints, A frames, brakes, wheel bearings, etc.

Be able to operate a brake lathe and tire changing machinery.

**Supervisory Responsibilities:** May be required to Supervise Trustees in Maintenance Shop.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. The individual must be ASE certified.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the organization.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**Computer Skills:** Basic Knowledge of MS Excel, Outlook and Word

**Certificates, Licenses, Registrations:** Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate; Social Security Card.

**Physical Demands:** 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. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**Work Environment:** While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places and vibration. The noise level in the work environment is usually moderate to loud.

**TO APPLY FOR THIS POSITION PLEASE FILL OUT AN APPLICATION AT  
[WWW.STPSO.COM](http://WWW.STPSO.COM)**