

## Job Description

Position: Auto Mechanic  
Department: Mechanic  
Reports to: City Manager or Designee  
Date Approved by Council: Open

City of Marlin,  
Texas Exempt  
Status Full time  
Pay: \$16.00hr

## Auto Mechanic Responsibilities

Include:

- Inspecting vehicle engine and mechanical/electrical components to diagnose issues accurately
- Inspecting vehicle computer and electronic systems to repair, maintain and upgrade
- Conducting routine maintenance work aiming to vehicle functionality and longevity

## Job brief

We are looking for a skilled **Auto Mechanic** to maintain and repair vehicles. You will be responsible for troubleshooting issues and fixing them aiming to maximum reliability and functionality.

An excellent auto mechanic has good eye-hand coordination and manual dexterity. They are well-versed in complex mechanical or electrical systems of vehicles and have excellent problem-solving abilities. They must also be good communicators to provide advice to customers.

The City offers excellent benefits including paid holidays, vacation/sick leave, health, dental, life, disability insurance, and TMRS retirement.

## Responsibilities

- Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately
- Inspect vehicle computer and electronic systems to repair, maintain and upgrade
- Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
- Schedule future maintenance sessions and advise motorists on good vehicle use
- Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)
- Provide accurate estimates (cost, time, effort) for a repair or maintenance job
- Keep logs on work and issues
- Maintain equipment and tools in good condition

## Requirements

- Proven experience as auto mechanic
- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Working knowledge of vehicle diagnostic systems and methods
- Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)
- Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals etc.
- Excellent physical condition
- High school diploma is preferred; Certification from a vocational school or completion of apprenticeship is preferred
- Valid certification (e.g ASE) is a definite plus

