



## **Mechanic Technician I #00460**

### **City of Virginia Beach – Job Description**

Date of Last Revision: December 1, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 19

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Maintain and perform basic repairs on a variety of vehicles and machinery utilized by City operations.

### **Representative Work Functions and Responsibilities**

- Perform tasks listed on Automotive Services Preventive Maintenance Checklist, such as oil changes, lubrications, safety checks and battery checks, to ensure safe operation and extended fleet life.
- Pressure wash equipment to enable easier repairs and enhance fleet appearance.
- Transport vehicles to repair facilities for specialized service or repair.

- At supervisor's discretion, perform minor repairs such as replacing alternators, batteries, lights, and fuses.
- Assist in more complex repairs to increase shop productivity while allowing opportunity for increasing mechanical skills during training period.
- Assist Wrecker Drivers in retrieving wrecked vehicles and repairing or towing of disabled vehicles.
- May be required to operate a forklift.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Complete all Automotive Services Preventive Maintenance Checklist items safely, properly and in a timely manner.
- Pressure wash equipment in a safe and timely manner.
- Transport vehicles in a safe and efficient manner.
- Effectively assist other Mechanics and Wrecker Drivers in performing all work safely and according to procedures.

## **Minimum Qualifications**

- Completion of eighth (8) grade plus one (1) year of experience in mechanical repair work utilizing the required knowledge, skills and abilities and associated with such positions as Automotive Mechanic, Construction Mechanic or General Shop Mechanic or one (1) year as Mechanic Trainee; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Must have a current and valid driver's license.

## **Special Requirements**

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.
- This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Successful completion of pre-employment physical.
- May require a Commercial Driver's License (CDL).
- May be required to complete Confined Space Entry training.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### **DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*