



## **Mechanic Technician III #00470**

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

Date of Last Revision: April 2, 2026

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 26

### **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**

Perform highly skilled mechanical work in the repair and maintenance of a variety of vehicles and machinery utilized by City operations.

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

- Perform repairs such as those to air conditioning systems and carburetor and fuel injection systems, trouble-shoot and overhaul engines, transmissions, differentials, steering and suspension systems, and brake systems.
- Perform major tune-ups; 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; and perform state inspections in accordance with State law in order to keep vehicles in service.

- Train personnel in lower skill levels to expand their knowledge and increase quality of work and productivity.
- Operate light duty wreckers and may be required to operate heavy duty wreckers for retrieving wrecked vehicles and repairing or towing of disabled vehicles.
- May be required to perform specialized tasks such as alignments and speedometer calibrations in the Light Duty Shop; collision damage, major corrosion damage, and structural repairs in the Body Shop; welding and burning repairs, modification, and fabrication in the Welding Shop, rebuilding and repairing fire pumps, aerial devices, and water tanks in the Fire Pump Shop; and maintaining fuel site systems and emergency generators and all marine equipment.
- May temporarily perform routine supervisory functions in the absence of the supervisor.
- 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**

- Perform all mechanical repairs safely and in a timely manner.
- Complete all Automotive Services Preventive Maintenance Checklist items safely, correctly and in a timely manner.
- Train personnel effectively and reliably.
- Complete all state inspections accurately and according to procedures.
- Effectively operate wreckers safely and according to procedures.
- Perform supervisory functions in an effective manner.

## **Minimum Qualifications**

- Completion of eighth grade plus five (5) years of experience in mechanical repair work utilizing the required knowledge, skills, and abilities and associated with such positions as Line Mechanic, Automotive Mechanic, Heavy Duty Mechanic, or Construction Mechanic; 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.

## **Preferred Qualifications**

- ASE Certification

## 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 require a State Inspector's License
- May require current Refrigerant Recycling Certificate
- May require Brake Inspector Certification
- 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 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.*