

**SARASOTA MANATEE AIRPORT AUTHORITY  
INTERNAL JOB OPPORTUNITY ANNOUNCEMENT**



**MECHANIC  
Facilities  
Full Time, Non-Exempt**

**Starting Salary Range: \$36,275 – \$41,716  
Grade Salary Range: \$36,275 – \$54,412**

**Posting Date: 10/27/2021  
Closing Date: Open Until Filled**

Under general supervision, oversees, assigns, trains, and participates in activities of mechanics performing skilled work in repair and maintenance of automobiles, light and heavy-duty trucks, other gasoline and diesel equipment, and Fire Department vehicles including diagnosis, repair and preventive maintenance activities to assure Airport vehicles and equipment are safe, efficient, and fully operational.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; Four years experience in automotive mechanics.

**PREFERRED QUALIFICATIONS:** Trade school courses in automotive mechanics; Completion of a Fire Department equipment maintenance and repair course, **preferred**.

**LICENSES & CERTIFICATIONS:** Valid Florida License or must obtain within ninety (90) days of assuming the position.

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**TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.**

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @[www.srq-airport.com](http://www.srq-airport.com); or, calling 941-359-2770 ext. 4212.  
  
Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to [application@srq-airport.com](mailto:application@srq-airport.com). Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 5042  
Date Approved: 10/19  
Grade: 26

**JOB TITLE:** Mechanic  
**REPORTS TO:** Facilities Fleet Supervisor  
**DEPARTMENT:** Facilities  
**FLSA STATUS:** Non-Exempt

**JOB SUMMARY**

Under general supervision, oversees, assigns, trains, and participates in activities of mechanics performing skilled work in repair and maintenance of automobiles, light and heavy-duty trucks, other gasoline and diesel equipment, and Fire Department vehicles including diagnosis, repair, and preventive maintenance activities to assure Airport vehicles and equipment are safe, efficient, and fully operational.

**JOB RESPONSIBILITIES**

**Essential Job Responsibilities:**

May coordinate, oversee, and assist in the work of other mechanics. Instructs and trains them in repairing, adjusting, and maintaining motor vehicles and gasoline and diesel-powered construction and maintenance equipment. Reports any problems to the Manager, Facilities.

Performs preventive maintenance programs for vehicles and equipment including specialized Fire Department vehicles.

Diagnoses problems, analyzes various solutions and makes recommendation for repair or replacement in the most efficient and cost effective manner.

Performs general overhaul work on internal combustion engines and equipment components and accessories.

Tunes up gasoline and diesel motors to include adjusting timing mechanisms, carburetors, and fuel and ignition systems.

Adjusts and relines brakes and maintains hydraulic and electrical systems.  
Conducts preventive maintenance inspections and makes repairs on Fire Department vehicles and pumping equipment to ensure equipment is functioning and available in compliance with FAA regulations.

Repairs power mowers, tractors, sweepers, forklifts, gradeall backhoe, air compressors, generators, pumps, and related machinery and small equipment.

Estimates approximate hours, prices, and materials needed for each project. Requisitions tools, materials, and supplies needed through a purchase order system.

Performs most emergency repairs on all types of equipment.

Road test vehicles and makes road calls as required.

**Other Related Responsibilities:**

Assists in planning, assigning and scheduling work for other mechanics. Maintains records on repairs and preventive maintenance performed on tools, vehicles, and equipment.

Runs all vehicles or equipment sitting idle on a weekly basis. Performs maintenance or repairs if necessary.

Performs other related duties as required.

**MATERIALS AND EQUIPMENT USED**

Hand Tools, Welding Equipment, Testers, Drill Press, Lifts, Metal Grinders, Repair Manuals, Battery Testers, Battery Charger, Timing Lights, Volt Meters, Computerized Engine Analyzer.

**QUALIFICATIONS REQUIRED**

**Where "preferred" is indicated, the qualification is not essential.**

**Education and Experience:**

High School Diploma or GED.

Four years experience in automotive mechanics.

Trade school courses in automotive mechanics, **preferred**.

Completion of a Fire Department equipment maintenance and repair course, **preferred**.

**Licenses and Certifications:**

Valid Florida License or must obtain within ninety (90) days of assuming the position.

Master Automobile Technician Certification, **preferred**.

**Knowledge, Skills, and Abilities:**

Knowledge of methods, practices and procedures for repairing, overhauling and maintaining automobiles, trucks, and heavy equipment.

Knowledge of operating principles of internal combustion engines.

Knowledge of principles of hydraulics and electrical and mechanical systems related to gasoline and diesel equipment operation.

Knowledge of and ability to perform automotive and heavy equipment repair and maintenance.

Knowledge of work-related safety precautions.

Knowledge of the materials, tools, test equipment, and methods used in vehicle maintenance.

Knowledge of and skill in welding, **preferred**.

Skill in use of hand tools.

Ability to operate diagnostic and test equipment and utilize test data to determine mechanical defects and corrective measures.

Ability to lift objects up to 50 pounds.

Ability to perform strenuous and routine physical work.

Ability to read and interpret schematics and specifications.

Ability to understand and follow oral and written instructions.

Ability to develop and maintain effective working relationships with superiors, fellow employees, and the general public.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to instruct and train subordinate personnel.

Ability to develop and maintain effective working relationships with superiors, fellow employees and the general public.

#### **Work Environment:**

Generally involved in hands on work. Most work is conducted in a covered shop area. At times, the individual is required to work on vehicles in the field.

#### **Physical Requirements:**

As a Mechanic hands on work is necessary. Therefore, the Mechanic must have the physical ability to lift objects of up to 50 pounds and be able to perform strenuous and routine physical work. The Mechanic must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

#### **Mental Requirements:**

In the capacity of a Mechanic, the individual conducts preventive maintenance, provides emergency repairs, diagnoses problems, analyzes various solutions & makes recommendation for repair or replacement on a variety of small engine & heavy duty machinery, vehicles and specialized Fire Department equipment to meet FAA Standards.

#### **Environmental Requirements:**

The Mechanic is involved in hands on work. Most work is conducted in a covered shop area; however, at times the individual is required to work on vehicles in the field.

#### **Summary Clause:**

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Mechanic if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Mechanic and is subject to change at the discretion of the Airport Authority.

*This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description but which are commensurate with similar levels of responsibility. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.*



**Physical/Mental Requirements**

**Job Title: Mechanic**

**Job Code: 5042**

**Date: 10/19**

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing	X			
Sitting				X
Walking		X		
Lifting		X		
1-10 lbs.	X			
11-20 lbs.		X		
21-35 lbs.		X		
36-50 lbs.			X	
over 50 lbs.			X	
Carrying		X		
Reaching	X			
Climbing		X		X
Driving		X		
Written Communication			X	
Oral Communication	X			
Reading		X		
Hand Dexterity	X			
Reasoning		X		
Decision Making			X	
Analyzing	X			
Sensory	X			
Sight	X			
Noise Exposure	X			

*The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.*



## SARASOTA MANATEE AIRPORT AUTHORITY

### SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:	Waiting Period
<b>Employee &amp; Dependent Medical Insurance</b> SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
<b>Employee &amp; Dependent Dental Insurance</b> SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
<b>Employee &amp; Dependent Life Insurance</b> (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period
<b>Employee Assistance Program</b>	Immediate
<b>Short-Term Disability</b> (100% paid by SMAA)	1 year
<b>Sick-Time</b>	90 days
<b>Vacation Leave</b>	6 months
<b>Retirement Plan</b> (A 401 plan administered by the Principal Financial Group)	6 months
<b>Reimbursement for Continuing Education</b>	6 months
<b>Floating Holidays</b>	6 months
<b>National Holidays</b>	Immediate
<b>Special Discount Programs (Varies)</b>	Immediate
Voluntary/Optional Benefits:	Waiting Period
<b>Pre-Paid Legal Plan</b> (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period
<b>Deferred Compensation Plan</b> (Voluntary – payroll deduction)	90 days
<b>Group Term Life, Supplemental Medical, and Long-Term Disability Insurance</b> (Voluntary – payroll deduction)	The first day of the month following your 60 day waiting period