



DEPARTMENT OF

FIELD OPERATIONS

Automotive Mechanic

Salary: \$39,196-\$42,427

Type: Full Time

Benefits: Full Benefits

Date Posted: 9/16/2025

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile

Under the general supervision of the assigned supervisor, this entry-level position assists with the diagnosis, repair, and maintenance of gasoline and diesel-powered vehicles and equipment, including but not limited to street sweepers, refuse trucks, and other municipal fleet vehicles. The position provides an opportunity to gain hands-on experience while supporting the safe and efficient operation of the City's fleet

Education

- High School diploma or GED

Experience

- Six months experience with vehicular or equipment repair and maintenance or equivalent training.

Requirements/Certifications

- CDL class B license (within 1 year of hire)

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

Classification Title: Automotive Mechanic I
Grade: 3
Department: Field Operations – Fleet Maintenance
Date: 09/09/2025

Position Profile:

Under the general supervision of the assigned supervisor, this entry-level position assists with the diagnosis, repair, and maintenance of gasoline and diesel-powered vehicles and equipment, including but not limited to street sweepers, refuse trucks, and other municipal fleet vehicles. The position provides an opportunity to gain hands-on experience while supporting the safe and efficient operation of the City's fleet.

Duties and Responsibilities

Administration/Department Administration: Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner

- Completes assigned work orders, documentation, and reports accurately and on time to support smooth department operations.
- Follows established policies, procedures, and schedules, ensuring accountability and reliability in daily tasks.

Skills Proficiency/Strategic Planning: Skillful in use of tools, hardware, software, and equipment

- Demonstrates effective use of hand tools, diagnostic devices, and maintenance equipment to perform basic repairs and preventive maintenance.
- Applies fundamental mechanical knowledge to anticipate potential issues and support long-term fleet reliability.

Leadership/Team Leader: Acts as a role model and peer leader among teammates and colleagues

- Sets a positive example by maintaining professionalism, safety awareness, and strong work ethic in the shop and field.
- Supports peers by sharing knowledge, assisting with tasks, and contributing to a collaborative team environment.

Stewardship/Financial: Safeguards equipment, supplies and materials

- Uses parts, tools, and supplies responsibly to reduce waste and control repair costs.
- Ensures City equipment and resources are properly cared for, extending service life and maintaining value.

Development/Leadership Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Engages in training sessions, workshops, or courses to expand technical skills and knowledge.
- Works toward obtaining and maintaining relevant certifications (e.g., DOT Medical Card, Forklift Certification, and Flagger Certification) to enhance career growth and department capability.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- High School diploma or GED
- Six months experience with vehicular or equipment repair and maintenance or equivalent training.
- CDL class B license (within 1 year of hire)

Physical Requirements

- Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% \pm of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.