

CLASSIFICATION SPECIFICATION

Automotive Mechanic

FT/PT Class Code: 6001, 6501 Pay Grade: B/C 07 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: An incumbent operates at the full performance level performing inspection, maintenance, and repair of a wide variety of automotive equipment, including automobiles, tractors, trucks, and other light and heavy ground maintenance and construction equipment and their related mechanical and hydraulic components.

NATURE AND SCOPE:

An incumbent typically reports to a technical supervisor, and may supervise subordinate personnel. Incumbent inspects and makes repairs to a variety of transportation ground maintenance construction vehicles and equipment. A significant aspect of this work is the need to fabricate and weld component parts.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Inspects and determines the nature of routine motor vehicle malfunctions.
2. Checks, repairs, or replaces various standard parts and assemblies, such as generators, starter motors, wiper blades, fan belts, ball joints, brake linings, and wheel bearings.
3. Performs engine tune-ups and adjustments to valves, ignition systems, lights, brakes, and clutches.
4. Replaces and adjusts headlights; installs and repairs accessories, such as radios, heaters, and mirrors.
5. Performs oxygen acetylene and electric welding and minor body repairs.
6. Answers emergency road service calls to repair equipment outside the shop.
7. Performs standard automotive services, such as lubrication, changing oil, and cleaning and greasing parts.
8. Road tests automobiles, trucks, tractors, or other motor vehicles.
9. Keeps records and prepares written reports.
10. Instructs subordinate mechanics in the maintenance and repair of automotive equipment and/or students in the repair as assigned.
11. Works during emergency operations as assigned.
12. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the methods, materials, tools, and practices of the automotive mechanic trade.
- ◇ Knowledge of the occupational hazards and safety precautions of the trade.
- ◇ Knowledge of the principles of operation of internal combustion engines.
- ◇ Knowledge of relevant safety procedures.
- ◇ Skill in locating and adjusting defects in motor equipment.
- ◇ Skill in the use and care of tools employed in the automotive mechanic trade.
- ◇ Ability to diagnose and repair minor mechanical malfunctions of motor vehicles.
- ◇ Ability to use standard hand tools and equipment in the performance of routine automotive maintenance and repair.
- ◇ Ability to interpret technical manuals.
- ◇ Ability to learn mechanical concepts.
- ◇ Ability to understand and follow oral and written instructions.
- ◇ Ability to accept directions and work effectively with others.
- ◇ Ability to keep simple records and make written reports.
- ◇ Ability to instruct subordinate mechanics in the repair of automotive equipment.
- ◇ Ability to employ the basic principles and techniques of the welding trade.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and four (4) years of experience in automotive equipment repairs; or other equivalent combination of education and experience.