



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Automotive Mechanic Occupation

BARGAINING UNIT:

ACE

Automotive Mechanic

SERIES PURPOSE: The purpose of the Automotive Mechanic occupation is to repair and maintain cars, trucks, and equipment.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of auto mechanics in order to perform routine service and maintenance on vehicles and equipment.

Incumbents perform routine service, maintenance, and repairs to vehicles and equipment as well as repair and replace parts or systems on vehicles and equipment. Acts as a lead worker over lower-level Automotive Mechanics; assigns repair work, inspects completed work, and recommends solutions for various issues to the administrator.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Acts as a lead worker over lower-level Automotive Mechanics; assigns repair work, inspects completed work, and recommends solutions for various issues to the administrator.

Schedules maintenance of assigned vehicles and equipment; completes maintenance work order records; requisitions necessary parts and materials; assists with inventories and inspections of parts; inspects vehicles and equipment.

Trains and instructs mechanics regarding proper repair and maintenance procedures and safety practices; answers technical questions regarding equipment. Reads bulletins and manuals from manufacturers; reviews and updates safety practices.

Performs preventive maintenance and service: tunes gas and/or diesel engines; inspects engines checking for leaks, worn or close components, fluid levels, belt and hose conditions and/or mounting; inspects underbody checking for leaks, loose, or worn components in suspension, steering, and/or drive train; inspects brakes looking for loose or worn components, proper adjustments and/or leaks; changes fluids; operates electronic system scope on cars, trucks, and equipment and repairs, rebuilds, and/or replaces major parts.

Orders and/or picks up parts; provides service and repair of vehicles and equipment on an emergency basis; makes onsite service and/or outpost calls: replaces flat tires, repairs air leak in brake system, repairs wear items on heavy equipment, performs guardrail replacement.

Operates welding torches in order to repair snow plow blades, frames, dump and flatbed truck bodies, and/or related equipment.

Attends training schools, safety meetings, mechanic meetings, or other related meetings.

Operates motor vehicles in order to transport equipment, materials, and/or supplies to and from job sites.

Performs minor repairs or miscellaneous mechanic work; inspects tires and/or wheels looking for damage, leaks, or wear; cleans or replaces diesel injectors; adjusts valves; performs body repair work; replaces shocks; repairs or replaces hydraulic pumps or systems; installs snow plow blades; repairs hydraulic systems; performs routine service and maintenance including lubrications, oil changes, spark plug replacements, filter replacements, tire changes, cooling system servicing; repairs and replaces minor worn out parts such as hoses, fan belts, and other replaceable components.

Services vehicles, performs minor repairs and/or transports parts; cleans garage area, equipment, and/or tools; maintains records of service, repairs, or maintenance performed; operates mower, tow truck, dump truck, snow plow, and/or other equipment; washes vehicles or equipment; pumps gasoline.

Other Functions and Responsibilities: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: supervisory techniques*; auto test equipment; auto mechanics; safety practices associated with repair of vehicles and/or equipment; addition, subtraction, multiplication, division.

Skill in: operating hand and power tools related to repair and maintenance of vehicles and equipment.

Ability to: understand system of mechanical procedures; work alone on most tasks.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; four years of experience in automotive repair, maintenance, and mechanics of a variety of vehicles or equipment; valid driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

HEAVY: work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: May be exposed to dirt, loud noise, grease, dust, gas fumes and other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hours/day, 7 days/week.