

**CLASS TITLE: AUTOMOTIVE MECHANIC**

**Class Code: 02323200**

**Pay Grade: 14G**

**EO: G**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a wide variety of duties involved in the inspection, maintenance and repair of motor equipment; and to do related work as required.

**SUPERVISION RECEIVED:** Assignments of inspections to be made and repair work to be done are issued by a superior; work methods are subject to approval, but not constantly supervised; all work is reviewed upon completion for satisfactory results and may be inspected closely for conformity with technical requirements.

**SUPERVISION EXERCISED:** Usually none, although may direct the activities of a subordinate assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To inspect, maintain and repair automobiles, trucks, tractors, snowplows, hydraulic equipment, road maintenance machinery and related mechanical equipment.

To inspect, adjust, repair, rebuild and replace, when necessary, transmissions, main bearing assemblies, steering assemblies, front and rear axles, differentials, braking systems, magnetos, carburetors, starters, generators and distributors.

To perform such tasks as refacing, reseating and grinding valves, honing cylinders; replacing bushings, bearings and gaskets; timing motors; aligning front wheels; painting auto bodies, relining brakes; testing field coils and armatures for grounds, shorts and open circuits; and inspecting and repairing alternator systems.

To do automotive body, radiator, electrical and battery work not requiring the work of a specialist.

To perform simple metal working operations using such equipment as lathes, drills and hack saws.

To perform simple welding tasks.

Incidentally, to repair tools and garage equipment.

To make emergency repairs on the road.

To operate a snowplow, truck or other equipment in an emergency.

To study the construction, operation and maintenance requirements of all newly developed trucks and passenger car models.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the tools, equipment and methods employed in motor equipment repair and adjustment; the ability to locate and correct mechanical defects in motor equipment; a skill in the use of tools and equipment employed in the repair of motor equipment; the ability to perform a wide variety of tasks in the repair or rebuilding of motor equipment without detailed instructions or close supervision; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: completion of a vocational or trade school course in the field of automotive repair and maintenance; and

Experience: Such as may have been gained through: employment as an all around automotive repair mechanic, doing diversified automotive repair and maintenance work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: March 15, 2003