



JOB INFORMATION

Job Code	ND42
Job Description Title	Automotive Mechanic I
Pay Grade	ST09
Range Minimum	\$34,570
33rd %	\$39,180
Range Midpoint	\$41,490
67th %	\$43,790
Range Maximum	\$48,400
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/2/2022

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Under direct supervision, assists in performing mechanical services and repairs on university vehicles.

RESPONSIBILITIES

• Checks vehicle engine fluids and changes and/or services them as needed.
• Serves as delivery driver including the pick-up and drop-off of vehicles and parts.
• Inspects vehicle tires and changes and/or repairs them as needed.
• Details university vehicles to include washing, waxing, vacuuming, and glass cleaning.
• Conducts road tests for all repaired vehicles, ensuring fleet serviceability.
• Performs routine maintenance on lawn care equipment, heavy equipment, and farm tractors and implements.
• May perform maintenance and repairs on small engines, including, but not limited to, weed eaters, lawnmowers, and leaf blowers.
• Responsible for meeting and maintaining all training and certification requirements as outlined by the department's training and credentialing requirements.
• May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High school diploma or equivalent	And	1 year of	Experience in automotive mechanical repair, body repair, detailing, and/or golf cart maintenance.	

Substitutions Allowed for Experience ☐ Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic principles and practices related to automotive repair work.

Ability to use basic hand tools.

Customer service skills.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	
	ASE Auto Maintenance and Light Repair Certification Test	within 180 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking			X			
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.