

AUTOMOTIVE MECHANIC*

Function of Job:

Under general supervision from a designated supervisor, perform skilled mechanical work on automotive vehicles and other internal combustion equipment.

Characteristic Duties and Responsibilities:

1. Diagnose engine, transmission, electrical and brake system malfunctions.
2. Rebuild and repair engines, transmissions and clutch assemblies.
3. Rebuild and/or repair carburetor, ignition and electrical systems.
4. Bump, weld, lead, grid, sand, paint and replace body parts for damage of a minor nature.
5. Tune-up engines by performing such duties as changing points, plugs and PCV valve, and making adjustments to emission control valves.
6. Repair or rebuild hydraulic pumps, control valves and hoses.
7. Inspect, replace or repair muffler/exhaust systems.
8. Inspect, flush and replace radiator anti-freeze.
9. Inspect, tighten or replace fan belts.
10. Replace brake shoes and linings and turn brake drums.
11. Rotate and repair tires and tubes, and balance wheels.
12. Change oil, oil filters and air filters.
13. Inspect batteries for charge and adequate water levels, and replace loose or missing cables.
14. Replace windshield wiper blades and burnt out lights.
15. Inspect tires for wear and proper air pressure and change tires as needed.
16. Perform heavy equipment repairs.
17. Operate oscilloscope, tachometer, lathe, ring compressor, valve meters, pneumatic hoist and grease gun for lubrication work.
18. Maintain appropriate prescribed records of service performed on motor vehicles.
19. Clean assigned areas of work and equipment.
20. Provide emergency field service to disabled vehicles.
21. Schedule vehicles for state inspection or necessary outside repairs.
22. Assist with snow/ice removal operations as assigned.
23. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and four years experience as automotive mechanic in a commercial, industrial or highway garage.
2. Knowledge of methods, tools and equipment of the trade.
3. Knowledge of the principles of internal combustion engines and automotive components.
4. Ability to analyze malfunctions and apply corrective action.
5. Ability to read and understand electrical schematics.
6. Sufficient strength and physical dexterity to perform the duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
7. Must be able to wear and use appropriate personal protective equipment, as necessary.
8. Must hold valid Commercial Driver's license (CDL Class B.)
9. Must pass drug and alcohol screening tests as mandated by Department of Transportation agency regulations.

Additional Desirable Qualifications:

1. Technical school graduation.

12/6/04

System Approval

12/6/04

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

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