

LEAD AUTOMOTIVE MECHANIC*

Function of Job:

Under broad supervision of designated supervisor, responsible for and/or lead and assign work to automotive mechanics.

Characteristic Duties and Responsibilities:

1. Oversee automotive mechanics in maintenance, servicing and repair of vehicles and/or internal combustion equipment.
2. Assist in the supervision and operation of the garage, as directed.
3. Advise supervisor of matters deserving attention regarding automotive repairs.
4. Assist in purchasing of repair parts/supplies, and the maintenance of necessary catalogs/records.
5. Advise garage personnel on problems encountered in repairs and servicing.
6. Perform all duties of skilled automotive mechanic following recognized procedures for such work, as required.
7. Cooperate with supervisor to implement policies governing vehicle maintenance.
8. Assist with snow/ice removal operations as assigned.
9. Train and supervise staff as required
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

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

Additional Desirable Qualifications:

1. Technical school graduation.
2. Computer/data entry skills for management of software for automotive maintenance program and parts inventory control.

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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