



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Automotive Mechanic Occupation

BARGAINING UNIT:

ACE

Automotive Mechanic 1

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

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

Incumbents perform routine service, maintenance, and repairs to vehicles and equipment.

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

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.

Assists higher-level mechanics in 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:

Effective 11/05/2024

Knowledge of: 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; one year of experience in automotive mechanics; 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.