



Automotive Mechanic I

DEFINITION

Under supervision, to make minor repairs to automotive equipment; to assist with major repairs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the automotive mechanic series. Positions in this class perform minor repairs and assist with major repairs and overhauls. On a training or emergency basis, incumbents may be assigned duties normally performed by the Automotive Mechanic II class.

Positions in the Automotive Mechanic class series are flexibly staffed; positions at the Automotive Mechanic II level are normally filled by advancement from the Automotive Mechanic I level; progression to the Automotive Mechanic II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Automotive Mechanic II level.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Lubricates and greases trucks and other automotive equipment;
- changes oil;
- adjusts brakes, does minor tune ups, replaces lights, spark plugs, and accessories;
- checks, charges and replaces batteries;
- changes and repairs tires in field and shop;
- services, washes and steam cleans equipment;
- assists with major repair work on automobiles, trucks and construction equipment;
- maintains stocks of parts;
- may record and maintain service station and log daily pump readings; and
- observes proper safety precautions and follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of automotive and/or road construction equipment; and
- Safe work practices related to vehicle and equipment repair.

Ability to:

- Repair automotive and/or road construction equipment;
- Understand and follow written and oral instructions;
- Operate and drive automobiles and trucks for diagnostic purposes;
- Communicate clearly both in writing and verbally;
- Work cooperatively with others;
- Apply safety regulations to work assignments and work safely with and around hazardous materials; and
- Drive a vehicle.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and
- one year of varied automotive and equipment repair and maintenance experience.

INTERNAL PROMOTIONAL CRITERIA:

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Possession of complete set of automotive hand and diagnostic tools.
- An employee in this classification performs “safety-sensitive functions” and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991.

LICENSES AND/OR CERTIFICATIONS

- Possession of ASE (Automotive Service Excellence) Master Auto Technician Certification desirable. (ASE Master Auto Certification: completion of Auto/Light Truck Series Test A1 through A8).
- Possession of a Class A California driver's license issued by the State Department of Motor Vehicles or must obtain within one year of employment, and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry

short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 1978
Revised: October 2008, November 2021
Approved by: Human Resources Manager