



JOB INFORMATION

Job Code	NB41B
Job Description Title	Automotive Mechanic II
Pay Grade	ST12
Range Minimum	\$43,740
33rd %	\$51,030
Range Midpoint	\$54,670
67th %	\$58,320
Range Maximum	\$65,610
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/7/2011

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Performs mechanical services and repairs on university vehicles.

RESPONSIBILITIES

- Completes routine maintenance services on university vehicles.
- Performs mechanical repair on university vehicles dealing with tires, brakes, suspensions and electrical systems.
- May perform complex maintenance and repairs on university vehicles dealing with engine overhauls, transmissions, electrical system diagnostics and heating and air conditioning systems.
- May operate university vehicles on occasion.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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 Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in automotive repair techniques.	

Substitutions Allowed for Experience	Yes
<i>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.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Works under minimal supervision.	
May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker.	

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	And
	Automotive Service Excellence (ASE) Certification	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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	
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.