
Auburn University Job Description

Job Title: **Automotive Mechanic I**

Job Family: No Family

Job Code: **ND42**

Grade ST09 \$32,000 - \$44,800

FLSA status: Non-exempt

Job Summary

Under direct supervision, assists in performing mechanical services and repairs on university vehicles.

Essential Functions

1. Checks vehicle engine fluids and changes and/or services them as needed.
2. Serves as delivery driver including the pick-up and drop-off of vehicles and parts.
3. Inspects vehicle tires and changes and/or repairs them as needed.
4. Details university vehicles to include washing, waxing, vacuuming, and glass cleaning.
5. Conducts road tests for all repaired vehicles, ensuring fleet serviceability.
6. Performs routine maintenance on lawn care equipment, heavy equipment, and farm tractors and implements.
7. May perform maintenance and repairs on small engines, including, but not limited to, weed eaters, lawnmowers, and leaf blowers.
8. Responsible for meeting and maintaining all training and certification requirements as outlined by the department's training and credentialing requirements.
9. May perform other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High school diploma or equivalent
Experience (yrs.)	1	Experience in automotive mechanical repair, body repair, detailing, and/or golf cart maintenance.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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.

Minimum Required Knowledge

Knowledge of basic principles and practices related to automotive repair work.
Ability to use basic hand tools.
Customer service skills.

Certification or Licensure Requirements

Valid Driver's License
ASE Auto Maintenance and Light Repair Certification Test (G1), or equivalent, is required within first 180 days of employment

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, talking, and lifting up to 100 pounds.

Ability to see information in print and/or electronically.

Date: 5/2/2022
