



JOB INFORMATION

Job Code	ND43
Job Description Title	Automotive Mechanic II
Pay Grade	ST12
Range Minimum	\$42,470
33rd %	\$49,550
Range Midpoint	\$53,090
67th %	\$56,620
Range Maximum	\$63,700
Exemption Status	Non-Exempt
Approved Date:	10/20/2025 8:58:31 AM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Under general supervision, performs a variety of intermediate mechanical services and repairs on university vehicles.

RESPONSIBILITIES

- Provides maintenance services, diagnostics, and component repairs and replacements on university vehicles including, but not limited to, brakes; suspensions; hoses; alternators; and electrical, ignition, and exhaust systems.
- Performs maintenance and repairs on small engines including, but not limited to, weed eaters, lawnmowers, and leaf blowers.
- Provides maintenance and repairs to slow moving vehicles (SMV) such as golf carts, UTV's, and electric carts.
- Performs repairs on heavy mechanical equipment including, but not limited to, dump trucks and personnel lifts.
- Responsible for responding to campus-wide emergency service calls.
- May weld and fabricate parts including, but not limited to, brackets, braces, and shields to support automotive repair work.
- Responsible for meeting and maintaining all training and certification requirements as outlined by the department's training and credentialing requirements.

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	High school diploma or equivalent	and	3 years of	Experience in automotive repair techniques 2 years at the previous level or equivalent.	

Substitutions Allowed for Experience: Yes

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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Firm knowledge of the concepts, components, and repair techniques related to automotive vehicles including standard road vehicles, slow moving vehicles, and heavy equipment.

Knowledge of Federal Regulations (ADEM) for fluid disposal (oil, antifreeze, refrigerant, etc.).

Ability to diagnose, troubleshoot, and resolve vehicle issues.

Intermediate mechanic skills including ability to apply some advanced skills to adapt and meet some complex or non-routine situations.

Customer service skills.

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
	Two ASE Auto Maintenance and Light Repair Certifications (A1-A8) or equivalent.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

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.