

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION March 2004	CLASS TITLE: AUTOMOTIVE MECHANIC I	CODE: 52131
	MAJOR AGENCIES: BCC	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Full Performance level work involved in the maintenance and repair of powered automotive and/or heavy duty vehicles, including their gasoline and diesel engines, attached rolling stock and related mechanical, hydraulic, electrical and electronically controlled systems. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Diagnoses and makes repairs that can be accomplished by removing, replacing, adjusting or cleaning worn or defective parts or components. Replaces sensors, water pumps, spark plugs, brake shoes, mufflers, radiator caps, condensers, engine gaskets, belts and hoses and complete assemblies such as removing old engines and replacing with new engines. Services air conditioning systems, flush radiators, replace antifreeze coolants, align front ends of cars and trucks. Adjusts brakes, transmission linkages, engine idle, voltage and control valves, clean or replace filters, screens, batteries, cables and clamps, services gasoline and diesel engines and their related components including heating and cooling devices, fabricates, welds and cuts metal parts using arc welder or acetylene torch.	<u>Knowledge of</u> 10 (safety practices)*; <u>Skill in</u> 28 (skilled trade--automotive and/or heavy-duty vehicle mechanics), 29 (equipment operation-- computer terminal*, hand/power tools, acetylene equipment, arc welder); <u>Ability to</u> 30g (understand system of mechanical or other procedures), 31b (read, copy & record figures accurately), 32i (complete routine forms), 32n (understand manuals & verbal instructions, technical in nature), 33b (sort items into categories according to established methods), 34c (cooperate with co-workers on group projects), 35c (demonstrate strength to lift up to 50 lbs. and demonstrate full range of motion for bending, stooping and lifting).
2	Assists higher level mechanics in disassembling, repairing and assembling major systems components and operating mechanisms.	<u>Knowledge of</u> 10; <u>Skill in</u> 28, 29; <u>Ability to</u> 30g, 31b, 32i, 32n, 33b, 34c, 35c.
3	Services and repairs vehicles and equipment that becomes inoperative in the field.	<u>Knowledge of</u> 10; <u>Skill in</u> 28, 29; <u>Ability to</u> 30g, 31b, 32i, 32n, 33b, 34c, 35c. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS: Exposed to chemicals, toxic fumes, and fuels; failure or misuse of equipment could cause serious injury.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Valid State of Ohio driver license with an acceptable driving record. Equivalent to high school diploma, three (3) yrs. within the previous five (5) yrs. recent on-the-job experience in automotive repair & maintenance of a variety of vehicles or automotive equipment OR- one (1) year within the previous three (3) yrs. recent on-the-job experience in	TRAINING & DEVELOPMENT: Must obtain State of Ohio Class A CDL with appropriate endorsements and pass D.O.T. exam within probationary period if position requires operation of applicable vehicle.
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	Records parts used for repairs and maintenance work done for each vehicle or piece of equipment.	<u>Skill in 28, 29; Ability to 30g, 31b, 32i, 32n, 33b, 34c.</u>
5	Orders and picks-up repair parts from designated vendors.	<u>Skill in 28, 29; Ability to 30g, 31b, 32i, 32n, 33b, 34c.</u>
6	Assists in maintaining an orderly, safe, and clean work area.	<u>Knowledge of 10; Skill in 28, 29; Ability to 30g, 31b, 32i, 32n, 33b, 34c.</u>
	(Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) automotive repair <u>and</u> ASE certification/recertification in tests A4, A5, A6, A7, A8 and L1 OR- one (1) year within the previous three (3) years recent on-the-job experience in automotive repair <u>and</u> graduation from a postsecondary automotive training program. (Other Evidences May Be Substitute)	TRAINING & DEVELOPMENT:
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