



POSITION DESCRIPTION

TITLE: Automotive Mechanic
FLSA STATUS: Non-Exempt
CATEGORY: Classified
GRADE: D (Skilled Trades)

JOB SUMMARY: Maintain and/or repair college vehicles and grounds equipment.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Diagnose problems; disassemble units; repair or replace parts and reassemble units in the following systems; brakes, cooling, drive, electrical, exhaust and emission controls, heating and air conditioning.	45%
2. Tune gas engines as needed; replaces spark plugs, PCV valves, fuel filters, injectors and turbo charges.	10%
3. Overhaul engines, replace engines and rebuild components.	10%
4. Maintain service logs and records of maintenance on vehicles and motorized equipment; prepare and process requests for materials and parts; purchase parts for on and off road vehicles.	10%
5. Perform repair and maintenance of grounds equipment.	10%
6. Keep tools, equipment and work area clean, organized and in good working condition; perform work appropriate to the classification as assigned.	10%
7. Perform other duties as assigned.	5%

REPORTING RELATIONSHIP: Building and Grounds Manager

ESSENTIAL QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Two (2) years of related experience.

CERTIFICATIONS/LICENSURES: Valid driver's license and eligible for insurability.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of automotive diagnosis and repair and troubleshooting skills;
- Trained for Automotive Service Excellence (ASE) in engine repair, electrical/electronic systems, engine performance, and refrigeration recovery systems.

2. Equipment Used: SNAP-ON tools, scanner, multi-meter, fuel injector cleaning machine, and a variety of mechanic tools.

3. Software Used: None

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

INTERPERSONAL SKILLS:

Courtesy, tact, and effectiveness in order to communicate with fellow workers, supervisors, and other members of the organization to request or transmit information, ask questions, get clarification, and exercise tact.

WORKING CONDITIONS:

Job is performed with moderate to considerable exposure to various disagreeable elements. Work may involve exposure to dust, and/or unpleasant conditions or frequent handling of disagreeable materials such as chemicals, lubricants, and inks. May also include continuous outdoor work with frequent exposure to poor weather conditions.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X

Employee Signature

Date