

## AUTO MECHANIC

GENERAL STATEMENT OF DUTIES: Performs general repair and maintenance on County and/or leased vehicles; Works under the direction of general supervision; performs related duties as required.

### STATEMENT OF TASKS:

Performs major repairs to automobiles, trucks and vans on a scheduled basis, including but not limited to transmissions, differentials, drive units, brakes, suspension systems, chassis, front and rear ends, cooling systems, fuel systems, instruments, electrical systems, hydraulic systems and accessory power equipment;

Rebuilds engines, carburetors, ignition systems and radiators;

Maintains records of work performed;

Assists in gas pumping, tire changing, etc.;

Makes road service calls and related field repairs;

Replaces defective automobile, truck and van parts.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of automobile mechanics;

Ability to perform complete automotive repair;

Ability to maintain good working relationships;

Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Four (4) years of comprehensive experience in automotive repair.

**AND**

State of Michigan certification in brakes, engine performance and electrical systems. EPA and State of Michigan certification in air conditioning is also required.

### ADDITIONAL REQUIREMENTS:

Must provide own hand tools and possess a valid driver's license.

Established: August 23, 1971

Revised: November 21, 1991

Revised: October 22, 2007

  
Human Resources Director