

## **AUTOMOTIVE MECHANIC II AND BODY REPAIRER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work of a journeyman (experienced) level which involves maintenance and repair responsibility to ensure mechanical efficiency and safety of automotive equipment and the maintenance of tools and supplies and, in addition, involves body repair work requiring welding skills. The work is distinguished from a supervisory level by the limited size and complexity of the operation. General supervision is received from a higher-level administrator and work guidance (e.g., lead work) is provided over a small number of mechanics, assistants and/or a storekeeper. During periods of emergency work, employees in this class may be required to work during times outside normal working hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Leads in the repair, maintenance and overhaul of gasoline and diesel motor equipment, including trucks, buses, tractors, graders, bulldozers, power shovels, etc.;

Leads in the repair and maintenance of auxiliary equipment (e.g., small power generators, trailers, etc.);

Leads in the repair and overhaul of transmissions, brake systems, differentials and front and rear axles and the adjustment of connecting rods, steering mechanisms and bearings;

Operates machine shop equipment, including wheel balancers, lathes, grinders, drill presses and other metal working machines;

Makes welding repairs (e.g., to exhaust system, chassis, trailer hitches, plow frames and blades, salt bodies, truck bodies, tailgates, running boards, brackets, cab shields, etc.);

Replaces body parts and finishes repairs by filing, grinding, sanding, priming and painting;

Straightens metal on body panels (fenders, bumpers and quarter panels);

Adjusts and aligns doors, hoods and trunk lids;

Assists in planning and directing a preventive maintenance program;

Maintains inventories and records of repairs;

Orders and directs the storage of parts and supplies;

Prepares activity reports for repairs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of automotive repair practices, methods, tools and terminology; good knowledge of the machinist trade, welding and body repair techniques; skill in the use of tools of the trade; ability to repair heavy automotive equipment; ability to work from charts, diagrams and specifications; ability to plan, schedule, lay out and direct the work of mechanics; ability to plan and provide an inventory and storage system; ability to understand and carry out oral and written directions; ability to prepare activity records and reports.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree in Automotive Technology or comparable curriculum or possession of a certificate from a post-secondary vocational school in Automotive Technology or comparable curriculum and four (4) years of automotive mechanic experience, one (1) year of which involved welding and body repair duties at least one half of the time; or
2. Six (6) years of automotive mechanic experience, one (1) year of which involved welding and body repair duties at least one half of the time.

(over)

**NOTES:**

1. Two (2) years of either vocational or technical training in automotive mechanics at the high school level may be substituted for equal years of the required automotive mechanic experience.
2. Time spent as a garage or station attendant pumping gas and checking fluids is not qualifying experience.

**SPECIAL REQUIREMENT:** It is the responsibility of the appointing authority to ensure that when assigned to drive equipment on public ways, incumbent possesses a valid driver's license appropriate for the kind and size of the vehicle to be operated and if assigned to drive a bus meets any and all applicable regulations and requirements of the Commissioner of Motor Vehicles and/or the Commissioner of Education.

**PROMOTION:** One (1) year of permanent status as an Automotive Mechanic I and Body Repairer.