

AUTOMOTIVE MECHANIC II AND BODY REPAIRER

DISTINGUISHING FEATURES OF THE CLASS: This is work of a difficult nature involving work direction to subordinate staff and participation in the skilled work of a journeyman level mechanic, which involves maintenance and repair responsibility to ensure mechanical efficiency and safety of automotive equipment and, in addition, involves body repair work requiring welding skills. The work is distinguished from a supervisory-level position by the limited size and complexity of the operation. General supervision is received from a Maintenance Supervisor (Automotive) or a department head. Work direction is exercised over a small number of mechanics, a storekeeper, etc. During periods of emergency work, employees in this class may be required to work at other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans daily work schedules and work assignments in the absence of the supervisor;
Supervises the day-to-day operation of the garage in the absence of the supervisor;
Assigns work and monitors the progress of work performed by subordinate staff;
Maintains a schedule to ensure that preventive maintenance is performed on a timely basis;
Sets up new police cars by installing light bars, strobe lights, grill lights; in-car computers including screens, wiring, modem, keyboard, GPS system and antenna; police radios and antenna; video cameras including wiring, video decks and antenna; consoles and control heads; vehicle partitions; striping with decals and numbers;
Fabricates and welds police car radio brackets, and interior and exterior light brackets;
Removes lights and police equipment when cars are taken out of service;
Leads* in the repair and maintenance of automobiles, light trucks and equipment;
Leads and provides guidance to mechanics in the repair and maintenance of vehicles and equipment including engine computer diagnostics and the use of diagnostic equipment;
Leads and provides guidance with regard to ignition tune ups, spark plugs, spark plug wires, distributor caps, rotors, engine rebuilding and repair, front end repair, ball joints, tie rod ends, idler arms, pittman arms, brake system overhaul, front and rear axle repair, police equipment repair including lighting system and the mobile computer video system, etc.;
Provides training on machines (e.g. the use of a brake lathe to machine drums and rotors);
Leads in the repair, maintenance and overhaul of gasoline and diesel motor equipment such as trucks, buses, tractors, graders, bulldozers, power shovels, etc.;
Leads in the repair and maintenance of auxiliary equipment such as small power generators, trailers, etc.;
Leads in the repair and overhaul of transmissions, brake systems, differentials, and the adjustment of connecting rods, steering mechanisms and bearings;
Maintains records (e.g. vacation and sick leave);
Initiates orders for parts and supplies;
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);

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Changes or repairs tires and tubes;
Adjusts and aligns doors, hoods and trunk lids;
Changes oil and lubricates, checks fluid levels;
Cares for shop tools and equipment;
Performs motor equipment operator or bus driver duties as required.

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; ability to repair heavy automotive equipment; ability to work from charts, diagrams and specifications; ability to plan, 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: 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.

NOTE: Two (2) years of high school vocational or technical school training in automotive mechanics may be substituted for equal years of the required general experience in automotive mechanics.

SPECIAL REQUIREMENT: If required to drive vehicles and/or equipment on public ways, it is the responsibility of the appointing authority to ensure that incumbent has the appropriate license for the kind and size of vehicle and/or equipment to be operated.

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

*Lead work is defined as regular responsibility primarily for providing guidance to other employees. This might involve helping them resolve work-related problems or understand the more complex aspects of their assignments, assigning work, or providing as-needed training. Normally, lead workers perform the same or similar work as those for whom they provide guidance. Generally, entry-level employees in a career series are not lead workers and there are not several lead workers within a small unit (10 or fewer employees).