

Automotive Mechanic

University of California, Los Angeles
February, 1977

Class Specifications - G.55

Automotive Mechanic Supervisor - 8471
Lead Automotive Mechanic - 8472
Automotive Mechanic - 8473
Assistant Automotive Mechanic - 8474
Automotive Mechanic - 8475

SERIES CONCEPT

Automotive Mechanics adjust, service, maintain and repair automobiles, trucks, trucksters, vans, buses and other types of automotive equipment; and perform other related duties as required.

Incumbents inspect automotive equipment to determine the corrective action necessary; perform or assist in the major repair of automotive equipment, including major engine overhauls; perform tune-ups; reline, adjust and perform major overhauls of brakes; align wheels, replace and repair transmissions and differentials; lubricate moving parts; pack wheel bearings and universal joints; operate and maintain automotive shop equipment; estimate the cost of automotive repairs; perform minor welding and brazing work; replace oil filter elements; install oil filters; replace mufflers; tail pipes, and head lamps; service vehicles with gas, oil and cooling system fluid; replace and rotate tires; keep maintenance records; and prepare workorders to reflect time and material usage.

The series consists of five levels, which range in level of difficulty from unskilled up to the working supervisor.

CLASS CONCEPTS

Automotive Mechanic Supervisor

Under general direction incumbents direct and coordinate the work of Lead and Automotive Mechanics and other related personnel.

In addition to the range of duties outlined in the series concept, incumbents typically assist in formulating an automotive maintenance program; develop in-service training programs; make hiring selections from job applicants; review work performed at various states and upon completion; evaluate the performance of employees; and assist management in the preparation of reports.

Lead Automotive Mechanic

Under direction, incumbents perform operational level duties as working leaders for Automotive Mechanics.

Typically at this level, incumbents set priorities for repair work and assign duties to shop personnel; estimate the cost of automotive repairs; instruct and explain procedures to co-workers; maintain time and material records and advise the Department Head of delays, problems, material and equipment needs and progress on assignments; and may supervise shop personnel in the absence of the Department Head.

Automotive Mechanic

Under general supervision, incumbents perform operational level automotive repair duties.

Typically at this level, incumbents inspect automotive equipment to determine necessary repairs; perform major repairs of automotive equipment, including major engine overhauls; perform tune-ups; reline and adjust brakes; replace and repair transmissions and differentials; operate and maintain automotive shop equipment, perform minor welding and brazing work; and keep simple records and make reports.

Incumbents may train and/or supervise Assistant Automotive Mechanics and/or Automotive Attendants.

Assistant Automotive Mechanic

Under supervision, incumbents (1) assist Automotive Mechanics in maintaining and repairing automotive equipment; or (2) perform duties in one or two limited areas of automotive repair; or (3) perform the range of Automotive Mechanic duties in a training capacity.

Typically at this level incumbents (1) assist operational mechanics by removing, disassembling, cleaning and replacing vehicle parts such as carburetors, fuel pumps, water pumps, valve covers and breathers; may remove and return transmissions and engines; or (2) are assigned responsibility for total repair work in one or two limited areas such as tune-ups, relining and adjusting of brakes, and replacing mufflers and tail pipes; or (3) are acquiring operational skills in the repair and maintenance of automotive equipment.

Automotive Attendant

Under close supervision, incumbents perform a variety of duties related to the servicing and dispatching of automotive equipment.

Typically at this level, incumbents perform such duties as lubrication and oil changes; tire repair, replacement, and rotation; draining and refilling transmissions and differentials; adding brake fluid; maintaining and charging storage batteries; washing and waxing exteriors and cleaning interiors of vehicles; servicing vehicles with gas and oil; checking automotive equipment for defects; maintaining records; and may drive vehicles as necessary.

MINIMUM QUALIFICATIONS

Automotive Mechanic Supervisor

Ability to read, write and perform basic arithmetic calculations and three years of experience in automotive maintenance and repair including one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

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Automotive Mechanic

Lead Automotive Mechanic

Ability to read, write and perform basic arithmetic calculations and two years of experience in automotive maintenance and repair including one year of experience as an Automotive Mechanic; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Automotive Mechanic

Ability to read, write and perform basic arithmetic calculations and two years of experience in automotive maintenance and repair, and achievement of operational level skills; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Assistant Automotive Mechanic

Ability to read, write and perform basic arithmetic calculations and two years of experience in servicing and assisting in the maintenance and repair of automotive equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Automotive Attendant

Ability to read, write and perform basic arithmetic calculations, and knowledges and abilities essential to the successful performance of the duties assigned to the position.