

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



AUTOMOTIVE SERVICES HELPER

Class Code: 0127
Pay Range: 03

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision assists mechanics and other personnel in performing automotive work. Assists when repairs and maintenance motor vehicles, engines, and equipment and determination of the nature of malfunctions.

PRIMARY DUTIES

1. Helps inspect and test vehicles, automotive systems and related equipment, assists with diagnoses of malfunction and assists with repairs including welding and fabrication, replacement and assemblage of parts, tune and adjust to both 2 and 4 cycle gasoline and diesel engines.
2. Assists mechanics with performing preventive maintenance services such as fueling, oil changing, lubrication, and cleaning.
3. Operates and maintains tools and equipment of the automotive trade. Cleans work area upon completion of project.
4. Assists with performance of maintenance and repairs on automobiles, light and medium duty trucks, and on specialized equipment such as generators, heavy duty trucks, snow blowers, spreaders, rollers, large tractor mowers, front end loaders, belt loaders belt loaders and sweepers.

Note

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon department needs.

**Morgan State University Job Specification.
Automotive Services Helper
Page Two**

MINIMUM QUALIFICATIONS

EXPERIENCE: Two years experience in general automotive repair such as servicing, maintenance, and repair of motor vehicle or motor equipment.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of some of the basic principles of operation, basic components, malfunctions, repair practice and preventive maintenance techniques for internal combustion engines including diesel and motor vehicle system and sub-assemblies. Entry-level knowledge of the proper use, care and maintenance of standard hand and power tools. Skill in the proper use and maintenance of the tools and equipment of the automotive trade. Ability to read, understand carryout oral and written instructions; to keep simple records and make written reports; to work at heights of you 25 feet; to manipulate heavy equipment, tools and supplies; to exert force up to 70 lbs; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments; confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Noncommercial Class C or equivalent driver's license may be required. Candidates maybe required to be trained to work with asbestos. Incumbent may be required to provide all hand and small power tools and tool chests that are necessary to perform work at assigned job level. Certification as an Automotive Service Maintenance Technician by the Institute for Automotive Service Excellence may be required.