

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



AUTOMOTIVE SERVICES MECHANIC

Class Code: 2715
Pay Range: 10

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs automotive work at the journey level. Inspects repairs and maintains motor vehicles, engines, and equipment and determines the nature of malfunctions.

PRIMARY DUTIES

1. Inspects and tests vehicles, automotive systems, and related equipment, diagnoses malfunction and makes repairs including welding and fabrication, replacement and assemblage of parts, tune and adjust to both 2-and 4-cycle gasoline and diesel engines.
2. Performs 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. Prepares reports and inspection forms.
5. Performs 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 and sweepers.
6. May provide guidance and instruction in the automotive mechanic trade to other maintenance personnel.

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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 departmental needs.

MINIMUM QUALIFICATIONS

Four years progressively responsible experience in servicing, maintenance, and repair of motor vehicles or motor equipment.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of the basic principles of operation, basic components, malfunctions, repair practices and preventive maintenance techniques for internal combustion engines including diesel and motor vehicle systems and sub- assemblies. Thorough 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. Skill in and ability to diagnose and correct motor vehicle malfunctions. Ability to read, understand and carry out oral and written instructions; to keep simple records and make written reports; to communicate effectively; to work in, on, around, under and over machinery and/or fixed equipment; to work at heights of up to 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.

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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 A, B, and C or equivalent driver's license (CDL) or equivalent driver's license may be required. May be 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 (ASE) may be required. The USM is An Equal Opportunity/Affirmative Action Employer