**Pittsburg State University**

**Job Description**

**Auto Mechanic (G0N101)**

**FLSA Status:** Non-Exempt
**Grade: 005 Hourly Staff**

**Job Family:** Campus Operations and Services
**Career Ladder:**

**Updated: 4/24/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary function of the Auto Mechanic job is to diagnose, repair and maintain all types of diesel, gasoline, and ethanol powered equipment.

**Supervision and Instruction Received:** Positions assigned to the Auto Mechanic job typically report to a Maintenance Supervisor but may also report to a supervisor with a different job. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Instruction received is under general direction. Additionally, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures. Some on-the-job training is provided.

**Interactions (purpose, with whom, frequency):** Employees have daily contact with other employees on the job; frequent contact with university faculty and staff when working in academic buildings; infrequent contact with vendors when picking up materials.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Diagnose, maintain and repair all types of diesel, gasoline and ethynol powered equipment.
2. Performs a full range of diagnostic tests using appropriate tools.
3. Performs preventive maintenance in repairing and adjusting vehicles.
4. Review and maintain standard shop records, work orders and parts as necessary.
5. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

|  |  |
| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* Two years of experience in automotive and/or diesel mechanics.
* High school diploma or equivalent.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Ability to lift and move equipment and furniture over 25lbs. – Occasionally.
* Perform repetitive wrist, hand and/or finger movement – Regularly.
* Have precise hand-eye coordination – Regularly.
* Stand and walk for extended periods – Regularly.
* Ability to operate a computer and basic computer functions- Regularly.
* Knowledge of automotive parts and repair tools-Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* Position requires work inside and outside buildings and facilities.
* Will be exposed to moderate noise levels.
* May work on wet surfaces.
* Must use electrical equipment with potential exposure to electricity.
* May be exposed to chemicals.
* May be exposed to extreme temperatures, adverse weather conditions, heights, electrical voltage, heavy equipment and hazardous materials.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* General shop equipment such as hands tools and other shop equipment
* Specialized test equipment including diagnostic systems and automotive computer scan tools.
* Power tools such as voltmeters and armature growlers, torches
* Cleaning tools such as automobile cleaning.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* Valid Driver’s License

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
	+ Sex Offender Registry Check
	+ Criminal Record

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