

**CLASS TITLE: Automotive Mechanic I**

**DEFINITION:**

This is semi-skilled mechanical and skilled equipment operations work. Employee in this class under general supervision of the Automotive Services Supervisor performs a variety of semi-skilled and skilled tasks involving the servicing of motor vehicles, which includes both gasoline and diesel powered equipment. Performs other duties as required.

**EXAMPLES OF WORK: (Examples are illustrative only)**

- Performs standard motor vehicle services such as lubricating, fueling, cleaning, changing oil, washing or greasing parts.
- Charges and installs batteries.
- Changes and repairs tires and inner tubes.
- Disassembles, installs, cleans, repairs, and replaces parts.
- Performs minor motor tune up and may be required to perform emergency maintenance of county vehicles on the road.
- Performs other necessary duties as required.
- Keeps records of work performed, materials used, etc.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the proper use, care and maintenance of basic tools and equipment used in an automotive repair facility.
- Basic knowledge of repair and maintenance of gasoline and diesel powered equipment used within the County Roads Department.
- Ability to accept directions and work effectively with others.
- To keep records and make written reports.

**MINIMUM EXPERIENCE, TRAINING AND EDUCATION:**

- Must have completed the eighth school grade.
- Be able to read and write English.
- Have one year of satisfactory employment in the operation of automotive farm equipment or trucks.
- Must have experience with vehicles using pedal operated clutch and four speed manual selection, non-synchromesh transmission.
- Must have one year experience in the repair of automotive equipment.

**REQUIRED LICENSES AND CERTIFICATES:**

- Class "B" Maryland Driver's License.

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- High School Graduate.

**ADOPTED: 5/11/90  
GRADE: 5**

**CLASS TITLE: Automotive Mechanic II****DEFINITION:**

This is journeyman level work in the maintenance and repair of a wide variety of automotive equipment. Work is performed with general supervision from a trades superior. Assignments are stable in nature and are carried out in accordance with accepted trades standards and applicable regulations. An employee in this class renders repair and maintenance services necessary to efficient automotive operations. Contacts with others are on a routine basis, including contacts with vendors and other County employees. Performance evaluation is based on inspections of completed work orders.

**EXAMPLES OF WORK (Examples are illustrative only)**

- Inspects malfunctioning automotive and heavy construction type equipment.
- Determines cause of malfunction; adjusts, repairs or replaces such parts as brakes, steering systems and pumps; tunes motors, aligns wheels.
- May be required to work on either mechanically hydrostatic direct drive or drive-belt operated grounds maintenance equipment.
- To install and repair electrical emergency warning devices.
- To road test equipment.
- Keeps records of work performed, repairs effected and materials used.
- Performs routine shop duties and tool maintenance.
- Engine overhauls on large and small motors.
- Repairs and rebuilds hydraulic systems.
- Is responsible for maintenance and repair on heavy and light equipment and trucks and other vehicles.
- Performs other duties as assigned or required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the methods, materials, tools and practices of the automotive mechanic trade and construction equipment; of the hazards and safety precautions of the work.
- Working knowledge of the use, operation, maintenance and repair of heavy equipment and other vehicles; of operating, welding and cutting equipment; of internal combustion engine theory and operation.
- Skill in locating and determining the cause of automotive and construction equipment malfunctions; in adjusting defects in motor equipment; in the use and care of tools employed in the automotive mechanic trade.
- Ability to learn to use cutting torch.
- To perform welding jobs.
- To perform gasoline engine overhaul.

**CLASS TITLE: Automotive Mechanic II**

- To understand and follow oral and written instructions.
- To include reading and interpreting automotive maintenance manuals furnished by the manufacturer.
- To complete routine reports of work accomplished.
- To learn theory and maintenance of diesel, hydraulic, air and water engines.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to completion of the twelfth school grade and completion of an approved apprenticeship in automotive maintenance

Or

- Four years of experience as an automotive mechanic's helper.

**REQUIRED LICENSES AND CERTIFICATES:**

- Possession of valid Maryland Class B Driver's License. This license must be valid as long as the individual is employed in this class.

**ADOPTED:**  
**GRADE: 8**

**CLASS TITLE: Automotive Mechanic III**

**DEFINITION:**

This is a skilled position at master level in the County Roads Department. An employee in this class under general supervision of the Automotive Services Supervisor performs various types of automotive maintenance both on gasoline powered and on diesel powered equipment. Performs other duties as required.

**EXAMPLES OF WORK: (Examples are illustrative only)**

- Trouble shoots and analyzes problems in automotive equipment.
- Disassembles, installs, cleans, repairs, replaces parts, reassemble and tests various components.
- Performs major and minor motor tune-up.
- Inserts and adjusts carburetors and lights.
- Completely overhauls gasoline and diesel engines.
- Installs and adjusts new brake linings.
- Replaces parts or entire electrical systems, replaces bulbs and fuses.
- May be required to change and repair tires.
- Performs emergency maintenance of county vehicles on the road.
- Welds, cuts and manufactures special tools or parts if not commercially available.
- Assists other mechanics on any job within the County Roads Department.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of gasoline and diesel powered engines.
- Willingness and ability to assist other members of the department in any other type of work under all types of weather conditions.
- Ability to operate electronic and mechanical testing equipment normally used by automotive mechanics.
- To pass physical examination required by the department for this position.
- Proven ability to read and understand technical English.

**MINIMUM EXPERIENCE, TRAINING AND EDUCATION:**

- High school graduate, preferable in the vocational arts.
- Completion of an apprenticeship in automotive mechanics.
- Two years of practical experience at the level of Automotive Mechanic II.

Or

- Six years of a combination of operating and repairing roads maintenance equipment and completion of the eighth grade.

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**REQUIRED LICENSES AND CERTIFICATES:**

- Class “A” Maryland Driver’s License.

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Knowledge of specifications related to the ordering of parts.

**ADOPTED:**  
**GRADE: 9**