



MASTER AUTO MECHANIC

223

Jamestown
1607

DEPARTMENT: County Administration/Fleet Maintenance

NATURE OF WORK:

Performs skilled mechanical maintenance and repair work on gasoline and diesel vehicles and heavy equipment.

Work is performed under the general supervision of the Fleet Maintenance Administrator.

ESSENTIAL FUNCTIONS OF JOB:

Diagnoses problems, repairs and maintains various types of gas and diesel powered motor equipment.

Performs scheduled preventive maintenance on vehicles and equipment.

Performs minor and major air-conditioning, electrical, front-end repair, and repair of other major vehicle components.

Makes emergency road service trips as directed, both during and after hours. Performs towing service with small and large wreckers.

Serves in a stand-by position as rotation dictates.

Performs acetylene and electric welding, simple blacksmithing, and minor body repair.

Maintains or assists in the maintenance of parts inventory.

Purchases or picks up parts from vendors when necessary.

Is considered essential personnel as outlined in County Disaster Plan.

Perform various housekeeping duties in and around the Garage.

Perform State inspections of the County vehicles as required.

Performs light and heavy tire service.

Skill in removal and installation of major unit components such as engines, transmissions, axels, etc., and knowledge and ability to repair same.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and notifies supervisor of any unsafe work condition or practice.

Performs related work as required.

JOB LOCATION AND PHYSICAL REQUIREMENTS:

Duties are performed at a garage, typically indoors. Requires frequent lifting. Operate a variety of hand and power tools and equipment. Drive a variety of County vehicles and heavy equipment, including buses, large trucks, fork lifts, backhoes, and combination vehicles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge and skill in the repair and maintenance of gasoline and diesel engines.

Considerable knowledge of and skill in transmission repair.

Knowledge of service procedures pertaining to air, hydraulic, vacuum, and electric braking systems.

Knowledge of operational and safety procedures in operating heavy and light duty towing vehicles.

Knowledge of hydraulic system repairs to include hose fabrication, pump overhaul, control valve service, and circuitry.

Ability to use and safely operate a wide variety of hand and power tools associated with the automobile/heavy equipment trade.

Ability to perform computer data entry in accounting for repair time spend and flat rates charged.

Ability to formulate, fabricate, and maintain special vehicles and equipment to fill the needs of user department.

Attends a variety of schools directed to maintain knowledge “up-to-date” in troubleshooting and repair of engine management controls, as well as State Inspection and Clean Air Act Requirements.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, including or supplemented by courses in auto mechanics, engine repair, or related field; considerable experience in the repair and maintenance of automotive and related equipment; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess:

- A valid Virginia Class “A” Commercial Driver’s License;
- Valid Virginia State Inspector’s License; and
- Air-conditioning recovery certification.

Must provide own hand tools.

Date: March 2004

MasterAutoMech_223_196_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Master Auto Mechanic Position Number 223
Department County Administration Division Fleet Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Small component repair, soldering, tightening, assembly, etc.

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)	Frequency of Manipulation								
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry
(Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓				✓
Sit	✓								
Walk					✓				✓
Run	✓								

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Small Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Large Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

Date: March 2004
MasterAutoMech_223_196_01