

# NEW CASTLE COUNTY GOVERNMENT

Number 0805

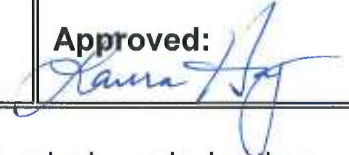
## CLASS SPECIFICATION

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Date 12/03/13

**Title:** AUTOMOTIVE MECHANIC

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs skilled mechanical work in the maintenance and repair of a wide variety of automotive vehicles and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs skilled tasks in mechanical repair and maintenance of automobiles, trucks, tractors, bulldozers, graders, rollers, and other construction, agricultural and automotive equipment. This employee works under general supervision, using independent judgment as to the method of repair after receiving oral instructions or written work orders as to the nature of the job. A supervisor may check the work during progress or test running condition of equipment after work is completed.

EXAMPLES OF WORK: (Illustrative only)

- Performs general overhaul and repair work on light and heavy trucks, cars, police and emergency vehicles, gasoline and diesel motors, tractors, bulldozers, agricultural equipment, graders and other County equipment;
- Inspects, adjusts and replaces necessary units and related parts including valves, pistons and main bearings;
- Assembles and repairs cooling, fuel and exhaust systems;
- Repairs and overhauls brakes, ignition systems, transmissions, differentials and rear axle assemblies;
- Performs welding tasks as necessary;
- Tunes motors using standardized and computer testing equipment;
- Responds to emergency road calls from disabled vehicles and equipment and makes minor adjustments or has the vehicle towed to the repair shop;
- Performs other related tasks as instructed by the shop supervisor;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of standard practices of the automotive mechanic trade; good knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair on heavy trucks and equipment; good knowledge of the occupational hazards and safety precautions; skill in the use and care of hand and machine tools employed in engine repair and adjustment work;

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skill in adjusting defects in automotive equipment; mechanical aptitude; ability to adapt available tools and repair parts to specific repair problems; ability to communicate courteously and effectively, both verbally and in writing; ability to follow oral and written instructions.

**MINIMUM QUALIFICATIONS:** At least three (3) years' work experience in automotive and equipment repair work, possession of a high school diploma or GED, and completion of a certified automotive dealership repair program, automotive apprenticeship, or automotive trade school program; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent; must obtain a valid Delaware commercial driver's license Class A (CDL-A) during the probationary period; must pass a Class II County physical examination and a background check.

### HISTORY OF REVISIONS:

Established:	01/15/66
Revised:	07/01/73
Revised:	04/29/74
Revised:	05/06/86
Revised:	04/10/89
Revised:	05/01/91
Revised:	01/01/96
Revised:	10/01/97
Revised:	05/01/01
Revised:	07/02/02
Revised:	06/18/10
Revised:	12/03/13