

CLASS SPECIFICATION FOR
Automotive Equipment Mechanic

GENERAL STATEMENT OF DUTIES: Performs skilled work at the journeyman level in the maintenance and repair of a wide variety of automotive, construction and engineering 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 the full range of automotive equipment, including automobiles, school buses, refuse packers, trucks, tractors, bulldozers, graders, rollers and other standard and specialized automotive equipment. An 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. An Automotive Mechanic Foreman or other supervisor may check the work in progress or test running condition of equipment after work is completed.

EXAMPLES OF WORK (illustrative only):

- Does general overhaul and repair work on automobiles, school buses, police vehicles, light and heavy trucks, refuse packers, gasoline and diesel motors, tractors, bulldozers, graders, and other County equipment;
- Inspects school buses monthly to see if they meet all safety requirements;
- Diagnoses problems on equipment serviced;
- Inspects, adjusts and replaces necessary units and related parts including valves, pistons and main bearings, and assembles cooling, fuel and exhaust systems;
- Repairs and overhauls brakes, ignition systems, transmissions, differentials and rear-axle assemblies, hydraulic systems, winches and hoists and tractor tracks;
- Tunes motors using standardized testing equipment;
- Responds to emergency road calls for disabled County equipment and makes minor adjustments or has the vehicle towed to the depot;
- Performs preventive maintenance and State safety inspections;
- Drives wrecker and tows disabled County vehicles;
- May occasionally fill in for supervisor;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of standard practices and equipment of the automotive mechanic trade; considerable knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair on heavy trucks and construction equipment; knowledge of the occupational hazards and safety precautions of the trade; ability to understand and carry out complex oral and written instructions; ability to adapt available tools and repair parts to specific repair problems; skill in the use and care of hand and machine tools employed in motor repair and adjustment work; skill in adjusting defects in heavy automotive equipment; mechanical aptitude; physical condition that permits such activities as heavy lifting, bending, stooping, driving and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of tenth grade and a recognized apprenticeship program leading toward a journeyman rank as an automotive mechanic, and two (2) years of experience in semi-skilled automotive equipment maintenance; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. Certification by the State of Virginia to perform vehicle safety inspections must be obtained within six (6) months of employment date. Must be willing to work assigned shift. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.