OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Automotive Mechanic 1	CODE: 52131C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from equipment maintenance superintendent, highway maintenance supervisor, building maintenance supervisor or other administrative person, performs preventive maintenance & service on cars, trucks (i.e., weighing up to 2 tons) & equipment (e.g., van, pick-up truck, stake-body truck, mower, lawn mower, tractor, chain saw, tar distributor, generator, weed eater & pumps) & repairs & replaces major parts (e.g., brake systems, transmissions, clutches, water pumps, carburetors, valves, rings, exhaust systems, electrical systems & batteries) & maintains records of repairs & maintenance tasks performed;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-47	Performs preventive maintenance & service on cars, trucks (i.e., weighing up to 2 tons) & equipment (e.g., van, pick-up truck, stake-body truck, mower, lawn mower, tractor, chain saw, tar distributor, generator, weed eater & pumps) (i.e., excludes work on diesel engines & hydraulic mechanisms).	Skill in (1) auto mechanics, (2) operating hand & power tools; ability to (3) understand system of mechanical or other procedures, (4) understand manuals & verbal instructions, technical in nature, (5) work alone on most tasks, (6) demonstrate dexterity.
2	21-41	Repairs & replaces major parts on cars, trucks (i.e., weighing up to 2 tons) & equipment (e.g., brake systems, transmissions, clutches, water pumps, carburetors, valves, rings, exhaust systems, electrical systems & batteries).	Skill in 1, 2; ability to 3, 4, 5, 6.
3	9-15	Maintains records of repairs & maintenance tasks performed; orders parts.	Ability to 5, (7) maintain accurate records.
4	1-11	Services & repairs vehicles & equipment in the field; uses welding equipment to straighten & bend metal &/or remove fenders.	Skill in 1, 2; ability to 3, 4, 5, 6.
5	6-12	Performs other related duties as required (e.g., keeps shop area clean & orderly; mows grass, removes ice & snow & repairs mowers & sharpens blades).	Skill in 2; ability to 5, (8) deal with problems involving few variables within familiar context, (9) demonstrate physical fitness.

(368)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be on call 24 hrs. a day, 7 days a week in all weather conditions.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 2 college level courses in automotive mechanics (or 6 mos. exp. in automotive maintenance & repair of variety of motorized equipment); or equivalent. Note: 2 yrs. of high school training in automotive mechanics would qualify applicant.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Automotive Mechanic 1 | CODE: 52131C