NEW AUG 0 2 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Automotive Mechanic 3	CODE: 52133C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from parks management, building maintenance or supervisory automotive trades person, serves as lead mechanic (e.g., provides work direction, training of others) over lower-level auto mechanics in Natural Resources park or Transportation district or division garage or over lower-level auto mechanics & inmates in Rehabilitation & Corrections facility & inspects completed work; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-59	Serves as lead mechanic (e.g., provides work direction, training of others) over lower-level auto mechanics in Natural Resources park or Transportation district or division garage or over lower-level auto mechanics & inmates in Rehabilitation & Corrections facility & inspects completed work.	Knowledge of (1) supervision*, (2) employee training & development*; skill in (3) auto mechanics; ability to (4) apply principles to solve practical, everyday problems, (5) understand manuals & verbal instructions, technical in nature, (6) establish friendly atmosphere as supervisor of work unit.
2	12-22	Schedules maintenance & repairs of equipment, keeps maintenance records & orders parts & supplies.	Skill in 2; ability to 3, (7) maintain accurate records.
3	16-22	Performs complex equipment maintenance (e.g., electrical repairs & transmission repairs); makes other repairs in absence of qualified mechanics or when workload prevents assignment of other personnel.	Skill in 2, (8) operating hand & power tools, (9) operating test equipment; ability to 4, (10) understand systems of mechanical or other procedures, (11) cooperate with co-workers on group projects.
4	7-13	Studies resource bulletins & manuals from manufacturers, attends training sessions, schedules repairs to correlate with other supervisors & answers telephone calls from agency employees, other agencies & general public.	Knowledge of 1; skill in 2; ability to 4, (12) interpret variety of instructions in written, oral, picture or schedule form, (13) answer routine telephone inquiries from public.

(370)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: completion of technical program in automotive mechanics offered by technical school plus 12 mos. exp., or 2 yrs. of high school training in automotive mechanics plus 12 mos. exp. (or 18 mos. exp. in automotive maintenance & repair of variety of motorized equipment); or equivalent.