

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Automotive Mechanic

**SERIES NO.:**

5213

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the automotive mechanic occupation is to repair and maintain cars, trucks, and equipment and/or repair and maintain motorcycles.

At the lower levels, incumbents perform routine service, maintenance and repairs to vehicles and equipment.

At the middle level, incumbents repair and replace parts or systems on vehicles and equipment.

At the highest level, incumbents perform major engine overhauls, and/or lead team of lower-level auto mechanics and/or inmates, and/or in Department Of Transportation, diagnose electronic engine control systems using scan tools, lap-top computers and available software, repair systems using up to date diagnostic equipment, identify, troubleshoot and repair/replace engine electronic sensors and troubleshoot, repair and calibrate central hydraulic system control units used in highway salt applications.

**CLASS TITLE**

Automotive Service Worker

**CLASS NUMBER**

52130

**PAY RANGE**

02

**EFFECTIVE**

06/18/2000

**CLASS CONCEPT:**

The entry level class works under general supervision & requires some knowledge of basic math & safety practices associated with gas use & storage in order to dispense gasoline & assist mechanics in performing routine maintenance on vehicles & equipment.

**CLASS TITLE**

Automotive Mechanic 1

**CLASS NUMBER**

52131

**PAY RANGE**

05

**EFFECTIVE**

06/18/2000

**CLASS CONCEPT:**

The developmental level class works under immediate supervision & requires working knowledge of auto mechanics in order to assist mechanics & perform routine service & maintenance on vehicles & equipment.

**CLASS TITLE**

Automotive Mechanic 2

**CLASS NUMBER**

52132

**PAY RANGE**

07

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of auto mechanics in order to repair & replace major parts or systems on vehicles & equipment.

**CLASS TITLE**

Automotive Technician

**CLASS NUMBER**

52133

**PAY RANGE**

09

**EFFECTIVE**

06/18/2000

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of auto mechanics with automotive service excellence certification in at least four areas, two of which must be engine repair & engine performance, in order to lead team of lower-level auto mechanic(s) &/or inmates engaged in automotive maintenance & repair; &/or perform major overhauls of engines or repair most difficult & complex equipment problems; & in addition to one of preceding in Ohio Department of Transportation only, diagnose electronic engine control systems (e.g., engine control modules, anti-lock brake systems, medium & heavy duty automatic transmission engine control modules) using scan tools, lap-top computers & available software, repair systems using up to date diagnostic equipment, identify, troubleshoot & repair/replace engine electronic sensors, & troubleshoot, repair & calibrate central hydraulic system control units used in highway salt applications.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Automotive Service Worker	52130	06	06/18/2000	02

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Dispenses gasoline, issues oil, anti-freeze &/or other fluids, checks oil, fan belts, hoses, fluid levels &/or batteries, cleans windows, checks gas pump or stick readings to determine amount of gasoline remaining in tanks & cleans & maintains gas pumps & pumping area.

Assists mechanics in performing routine maintenance of vehicles & equipment (e.g., change oil, change tires, replace hoses, lubricate joints, hinges &/or latches); washes vehicles, cleans/sweeps interiors &/or steam cleans motors/ engines.

Records gas output & computes remaining levels; receives fuel deliveries & completes forms; inventories supplies; orders, receives, measures & samples gas &/or supplies; operates radio; mows & trims lawn; provides emergency service to vehicles; delivers or picks up vehicles.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication, division; basic auto mechanics; safety practices related to use & storage of gasoline & emergency service to vehicles or equipment. Skill in use of hand tools to replace minor vehicle parts. Ability to work alone on most tasks; recognize unusual or threatening conditions & take appropriate emergency action; stand, walk or bend continuously; lift &/or transport up to 50 lbs. of supplies or equipment; move limbs/fingers easily to perform manual functions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 1 course or 3 mos. exp. in basic automotive mechanics.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to gas fumes, loud noise, dust & dirt; may work outside exposed to unpleasant weather conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Automotive Mechanic 1	52131	06	06/18/2000	05

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists higher-level mechanics in repair & replacement of major parts on cars, trucks & equipment &/or motorcycles, performs routine service & maintenance (e.g., lubrications, oil changes, spark plug replacements, filter replacements, tire changes, cooling system servicing) & repairs & replaces minor worn out parts (e.g., hoses, fan belts & other replaceable components).

Services vehicles in field or on road, performs minor repairs &/or transports parts; cleans garage area; maintains records of service or maintenance performed; operates tow truck, dump truck &/or snow plow; washes vehicles or equipment; pumps gasoline.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of auto mechanics; safety practices associated with repair of vehicles &/or equipment; addition, subtraction, multiplication, division. Skill in operating hand & power tools related to repair & maintenance of vehicles & equipment. Ability to understand system of mechanical procedures; work alone on most tasks; stand or bend continuously; lift &/or transport up to 50 lbs. of automotive parts or tires; use limbs/fingers easily to perform manual functions.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 12 mos. trg. or 12 mos. exp. in automotive mechanics. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per section 3719.01 & 3719.41 of Ohio revised code. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to dirt, grease, loud noise, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hrs./day, 7 days/week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Automotive Mechanic 2	52132	06	01/09/2005	07

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Performs preventive maintenance & service (e.g., tunes gas &/or diesel engines; inspects engines checking for leaks, worn or close components, fluid levels, belt & hose conditions &/or mounting; inspects underbody checking for leaks, loose or worn components in suspension, steering &/or drive train; inspects brakes looking for loose or worn components, proper adjustments &/or leaks; changes fluids; operates electronic system scope) on cars, trucks & equipment (e.g., mowers, tractors, graders, weed eaters, generators) & repairs, rebuilds &/or replaces major parts (e.g., carburetor, alternator, water or fuel pump, clutches, brake systems, exhaust systems) &/or motorcycles.

Performs minor repairs or miscellaneous mechanic work (e.g., inspects tires/wheels looking for damage, leaks or wear; cleans or replaces diesel injectors; adjusts valves; performs body repair work; replaces shocks; repairs or replaces hydraulic pumps or systems; installs snow plow blades; repairs hydraulic systems).

Maintains records of repairs & maintenance; (e.g., daily time sheets); orders &/or picks up parts; provides service & repair of vehicles & equipment on emergency basis; &/or makes onsite service/outpost calls (e.g., replaces flat tire; repairs air leak in brake system; repairs wear items on heavy equipment; performs guardrail replacement); operates welding torches in order to repair snow plow blades, frames, dump & flat bed truck bodies &/or related equipment, cleans garage area, equipment &/or tools; mows grass &/or operates snow plow, tow truck or other equipment; pumps gasoline; attends training schools; safety meetings, mechanic meetings or related meetings; operates motor vehicle in order to transport equipment/materials/supplies to & from job sites.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of auto mechanics; auto test equipment; safety practices associated with repair of vehicles &/or equipment (e.g., Ohio safety & health administration automotive safety practices\*; original equipment manufacturer standards\*). Skill in operating hand & power tools related to repair & maintenance of vehicles & equipment. Ability to understand system of mechanical procedures; work alone on most tasks; stand or bend continuously; lift &/or use mechanical equipment (e.g., hoist) to transport up to 50-100 lbs. of automotive parts or tires; use limbs/fingers easily to perform manual functions.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio revised code. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hrs./day, 7 days/week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Automotive Technician	52133	06	06/18/2000	09

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Leads team of lower-level automotive mechanic(s) &/or inmate mechanics (i.e., provides work direction & training) engaged in minor & major repairs & maintenance of vehicles & equipment, assists inmates/mechanic(s) in diagnosing & resolving mechanical problems, inspects completed work & equipment, & ensures that procedures & safety practices are followed;

&/OR

Performs major overhauls of gasoline &/or diesel engines or repairs most difficult & complex automotive problems (e.g., replacement or repair of pistons, rings, crank shafts, medium & heavy duty automatic transmissions; single & twin counter shaft manual transmissions);

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In addition to one of above, in Ohio Department of Transportation only, diagnoses electronic engine control systems (e.g., engine control modules, anti-lock brake systems, medium & heavy duty automatic transmission engine control modules) using scan tools, lap-top computers & available software, repairs systems using up to date diagnostic equipment, identifies, troubleshoots & repairs/replaces engine electronic sensors, & troubleshoots, repairs & calibrates central hydraulic system control units used in highway salt applications.

Repairs, rebuilds &/or replaces minor & major parts (e.g., electrical system components, alternators, water or fuel pumps, clutches, brake systems); adjusts valves & performs preventive maintenance & service on vehicles & equipment; performs miscellaneous mechanic work (e.g., body repair work; repairs or replaces tires; cleans or replaces diesel injectors); provides service & repair of vehicles & equipment on emergency basis.

Schedules maintenance & repairs of equipment; maintains repair or service records; attends training schools; updates shop manuals & parts books; operates welding equipment (e.g., acetylene torch, MIG welding equipment) to heat, shape & weld machinery & equipment; operates computer to enter, edit & retrieve data from computer systems; performs inventories of machinery & heavy equipment &/or orders & picks up parts & supplies.

Cleans garage area, equipment &/or tools; mows grass; operates equipment, snow plows &/or tow truck.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; auto mechanics with automotive service excellence certification in at least four areas, two of which must be engine repair & engine performance; auto test equipment; safety practices associated with repair of vehicles &/or equipment. Skill in operating hand & power tools related to repair & maintenance of vehicles & equipment; welding equipment\*; personal computer\*, data entry\*. Ability to understand system of mechanical procedures; understand technical manuals; stand or bend continuously; lift &/or transport up to 50 lbs. of automotive parts or tires; use limbs/ fingers easily to perform manual functions.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Automotive service excellence certification in at least four areas, two of which must be A1, engine repair & A8 engine performance, or T2 diesel engines & T8 preventive maintenance inspection. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per section 3719.01 & 3719.41 of Ohio revised code. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Maintain required certification.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hrs./day, 7 days/week.