

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

Automotive Mechanic

**SERIES NO.:**

5213AG

**MAJOR AGENCIES:**

Attorney General only

**EFFECT. DATE:**

01/13/1991

**SERIES PURPOSE:**

The purpose of the automotive mechanic occupation is to repair & maintain cars, trucks & equipment.

At the lower levels, incumbents perform routine service, maintenance & repairs to vehicles & equipment. At the higher levels, incumbents perform major engine overhauls or lead team of lower-level auto mechanics.

**CLASS TITLE:**

Automotive Service Worker

**CLASS NUMBER:**

52130AG

**EFFECTIVE DATE:**

01/13/1991

**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:**

52131AG

**EFFECTIVE DATE:**

01/13/1991

**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:**

52132AG

**EFFECTIVE DATE:**

01/13/1991

**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 Mechanic 3

**CLASS NUMBER:**

52133AG

**EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

The first advanced level class works under direction & requires thorough knowledge of auto mechanics in order to perform major overhauls of engines or repair most difficult & complex automotive problems.

**CLASS TITLE:**

Automotive Mechanic 4

**CLASS NUMBER:**

52134AG

**EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

The second advanced level class works under direction & requires thorough knowledge of auto mechanics in order to lead team of lower-level auto mechanics & repair most difficult & complex automotive problems.

<b>CLASS TITLE:</b> Automotive Service Worker	<b>CLASS NUMBER:</b> 52130AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**  
01/13/1991

**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 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.

<b><u>CLASS TITLE:</u></b> Automotive Mechanic 1	<b><u>CLASS NUMBER:</u></b> 52131AG	<b><u>BARGAINING UNIT:</u></b> 045
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**EFFECTIVE DATE:**  
01/13/1991

**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, 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 up to 75 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.

-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 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.

<b>CLASS TITLE:</b> Automotive Mechanic 2	<b>CLASS NUMBER:</b> 52132AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**  
01/13/1991

**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 vehicles/equipment for damage; adjusts parts; 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).

Performs minor repairs or miscellaneous mechanic work (e.g., repairs tires; 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; orders &/or picks up parts; provides service & repair of vehicles & equipment on emergency basis; operates welding torches; cleans garage area, equipment &/or tools; mows grass &/or operates snow plow, tow truck or other equipment; pumps gasoline; attends training schools.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of auto mechanics; 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. Ability to understand system of mechanical procedures; work alone on most tasks; stand or bend continuously; lift up to 75 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.

-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 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.

<b>CLASS TITLE:</b> Automotive Mechanic 3	<b>CLASS NUMBER:</b> 52133AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**

01/13/1991

**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 major overhauls of gasoline &/or diesel engines or repairs most difficult & complex automotive problems (e.g., replacement or repair of pistons, rings, crank shafts, 4, 5, or 13 speed transmissions) on cars, trucks or heavy equipment (e.g., dump trucks, back hoes).

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

Maintains records of repairs & maintenance; oversees & monitors work of seasonal employees; orders &/or picks up parts; provides service & repair of vehicles & equipment on emergency basis; cleans garage area, equipment &/or tools; mows grass; operates equipment, snow plows &/or tow truck; attends training schools.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of auto mechanics; 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. Ability to understand system of mechanical procedures; understand technical manuals; stand or bend continuously; lift up to 75 lbs. of automotive parts or tires; use limbs/fingers easily to perform manual functions.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in automotive mechanics; 6 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment.

-Or completion of high school vocational training in automotive mechanics; 12 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment.

-Or 30 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment.

-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 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.

<b>CLASS TITLE:</b> Automotive Mechanic 4	<b>CLASS NUMBER:</b> 52134AG	<b>BARGAINING UNIT:</b> 045
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**EFFECTIVE DATE:**  
01/13/1991

**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 mechanics (i.e., provides work direction & training) in minor & major repairs & maintenance of vehicles & equipment, assists mechanics diagnose & resolve mechanical problems, inspects completed work & ensures that procedures & safety practices are followed.

Performs major overhauls of engines or repairs most difficult & complex automotive problems (e.g., replacement or repair of pistons, rings, crank shafts, 4, 5 or 13 speed transmissions); repairs, rebuilds &/or replaces minor & major parts (e.g., electrical system components, alternators, water or fuel pumps, clutches).

Schedules maintenance & repairs of equipment; maintains repair or service records; orders parts & supplies; attends training schools; updates shop manuals & parts books.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; auto mechanics; 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. Ability to understand system of mechanical procedures; understand technical manuals; stand or bend continuously; lift up to 50 lbs. of automotive parts or tires; use limbs/fingers easily to perform manual functions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in automotive mechanics; 12 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment.

-Or completion of high school vocational training in automotive mechanics; 18 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment.

-Or 36 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment.

-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 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.