

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs semiskilled mechanical work in the repair and servicing of automotive and mechanical equipment and preventive maintenance checks and documents findings with appropriate detail; and other related assigned duties.

**ESSENTIAL TASKS:**

- Performs semiskilled mechanical work in the repair and servicing of automotive and mechanical equipment
- Changes oil, filters, batteries, light bulbs, belts, hoses, blades and brakes
- Mounts, balances, repairs and installs a wide range of size and type tires
- Performs preventive maintenance checks and documents findings with appropriate detail
- Develop repair estimates based on inspections performed
- Assists Automotive Mechanics in repair operations
- Diagnoses minor electrical equipment and engine problems
- Operates wreckers in towing equipment
- Provides service in the field
- Services and repairs air compressors and generators
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet one of the following options:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,  
(b) 6 months of experience performing vehicle preventative maintenance or high volume tire repair work; **or**,
2. (a) Completion of tenth (10th) grade; **and**,  
(b) 12 months of experience performing vehicle preventative maintenance/high volume tire repair work or completion a basic vehicle training program as approved by management; **or**,
3. An equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

**PAY INCREASE OPPORTUNITIES**

1st Proficiency Pay Increase: Employee will be eligible for a 1-step pay increase after working for three (3) months as an Automotive Servicer and either completing or obtaining Meritor Brake Training Certification, or Ford Tech Fundamentals Certifications, or equivalent Original Equipment Manufacturer (OEM) training certification as approved by management.

2nd Proficiency Pay Increase: Employee will be eligible for an additional, one time, 1-step pay increase after working for nine (9) months as an Automotive Servicer and obtaining PM level ASE certification (either G1 or T8).

Knowledge, Abilities, and Skills: Good knowledge of the operation and servicing requirements of light and heavy automotive equipment; and good knowledge of appropriate safety requirements of the work performed. Ability to understand and follow verbal instructions and read and follow written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the operation and maintenance of

light and heavy automotive equipment; skill in the proper use of journeyman level tools; and the skill in assessing, changing and repairing a high volume of tires following industry approved standards and methods.

**Physical Requirements:**

Physical requirements include standing and walking; constant exerting of force up to 20 pounds, frequently up to 50 pounds, and occasionally up to 100 pounds; frequent balancing, kneeling, bending, reaching, handling, feeling, smelling, and twisting; occasional crawling, and climbing; and vision, speech, and hearing sufficient to perform essential tasks.

**Licenses and Certificates:** Must obtain a Forklift Operator's License within 12 months of hire; and must obtain a valid Oklahoma Class "A" Commercial Driver's License (CDL) within 12 months of hire in some positions.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, toxic fumes/vapors/odors, compressed gases, and oily surfaces. Required to be on 24-hour standby; subject to callback and overtime.

**EEO Code: N-07**

**Group: Labor and Trades**

**Series: Unskilled and Semiskilled Labor**