

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2016**

AUTOMOTIVE LINE MECHANIC

FLSA STATUS: NON-EXEMPT – PAY GRADE: 11 - C

JOB FAMILY: CAMPUS SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Automotive Line Mechanic practices all skills necessary in the automotive field to diagnose and repair a fleet of automobiles, light and medium size trucks, and other automotive equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Repair engine and electrical, fuel, brake (hydraulic and air, manual and power assisted) suspension, and drive train systems (from and including transmissions to rear ends).

Repair air conditioning and heating systems.

Repair and maintain a complete record and log system for all of the institution's vehicles.

Schedule preventive maintenance for all vehicles from a log and record system.

Procure repair parts with the use of established procedures.

Operate vehicles such as automobiles, pick-up trucks, tractors and sweepers.

Receive and verify deliveries against purchase orders, as directed.

Carry out assignments, as directed.

Move equipment.

Weld as needed.

Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator

SUPERVISION EXERCISED

Employee may act in a lead capacity.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency degree supplemented by three (3) years work experience in automotive maintenance and repair.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

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TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both. Some tasks also involve the frequent use of coordination and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment called for adherence to exacting standards of depth, grade, dimensions and contours. Some tasks involve the continuous operation of hand and power tools and the full range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards. Tasks may involve occasional heavy lifting or moving, but the emphasis is placed upon the coordination and manipulation skills.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment, automotive equipment and machinery. Must be able to operate motor vehicles.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/97; Rev 11/16