

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Auto Mechanic  
**Department:** Buildings & Grounds  
**Revised** : March 2013

**Class** : Skilled Craft  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the Auto Mechanic classification.*

**GENERAL DESCRIPTION**

Work involves the performance of skilled duties in the maintenance and repair of automobiles. Work involves the performance on a continuing basis of a variety of tasks in the repair or replacement of parts. General instructions are given regarding the repairs to be made, but the actual determination as to the repair methods or procedures to be followed are made by the Auto Mechanic. Supervision is received from the Building, Grounds, & Parks Director who reviews work through observation and periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Removes, repairs, reassembles, and replaces transmissions, clutches, fuel pumps, oil and water pumps, starters, and generators in addition to all parts contained in the motor block.

Grinds valves, adjusts carburetors, adjusts timing mechanisms, and repairs and replaces connecting rods, cam shafts, bearings, and piston rings.

Aligns and balances tires, relines brakes, repairs and replaces brake drums, sets points, refaces valves, and rebuilds and aligns front ends, shock absorbers, and related parts and mechanisms.

Repairs distributors, carburetors, and volt regulators.

Repairs and adjusts steering assemblies; repairs and replaces differentials, drive shafts, front end and steering mechanisms.

Performs preventive maintenance on automobiles including changing oil, brake fluid, washer fluid, changing air filters, and other related duties; checks lighting and wiring mechanisms to ensure proper functioning of headlights, tail lights, and parking lights.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the techniques and methods involved in determining and solving mechanical difficulties of all kinds of automotive equipment.

Skill in the repair and maintenance of complex automotive equipment.

**Job Title:** Auto Mechanic

**Page** : 2

Ability to determine the causes of and the methods to be used in the repair of improperly operating automotive equipment.

Ability to use and operate the various machines and instruments commonly found in an automotive repair shop.

Ability to follow oral and written instructions.

Physical strength and agility sufficient to move relatively heavy objects and to perform manual labor for considerable periods of time.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as under a car, climb, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

High school graduation, Automotive Service Excellence (ASE) certification, and three years of progressive experience in the repair and maintenance of automobiles. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**