

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AUTOMOTIVE MECHANIC

POSITION CODE: 03700
Effective: 10-1-93

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs skilled mechanical work in the maintenance and repair of automotive and other standard equipment used principally in highway maintenance, marine maintenance and construction activities, employing standard trade practices and procedures well established in automotive repair shops.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Repairs and reconditions automobiles, trucks, tractors, power shovels, snow plows, compressors, graders, pumps, concrete mixers, marine motors and other mechanical equipment employed on highway and marine construction and maintenance.
2. Tunes engines, grinds valves; sets tappets and push rods; replaces or repairs main or connecting rod bearings; inspects and repairs transmissions, universal joints and differentials; repairs and adjusts lights, carburetors and brakes; balances and aligns wheels; repairs armatures, generators and starters; checks and repairs bodies and fenders.
3. Keeps simple shop records such as time reports; prepare part orders and records of job orders; may determine needs for parts and supplies.
4. Operates diagnostic electronic testing equipment in order to discover mechanical problems and to service vehicles equipped with complex pollution control systems.
5. Answers emergency calls for disabled state vehicles.
6. May perform oxyacetylene and electric welding or simple blacksmithing, as in forming, bending and tempering iron and steel and repairing batteries; may take simple designs and fabricate specialized equipment such as truck bodies, safety devices or bilge pumps.

AUTOMOTIVE MECHANIC (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school or coursework in auto mechanics or completion of an approved training course.

Requires experience necessary to qualify as a skilled mechanic.

Requires a valid Commercial Driver's License - Class B. Some positions which operate combination vehicles may require a higher class.

Knowledges, Skills and Abilities

Requires extensive knowledge of all mechanical hand tools and testing equipment.

Requires extensive knowledge of all materials and parts.

Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures.

Requires ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs.

Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment.

Requires ability to weld and perform simple blacksmith operations.

Requires ability to make work activity reports.

Requires skill and ability to work from sketches, drawings and blueprints as well as oral and written instructions.

Requires ability to perceive objects with acuity.