

# The University of Texas at San Antonio

## Job Description

---

Job Title: Automotive Mechanic II  
Code: 15357  
Salary Grade: 57  
FLSA Status: Non-Exempt  
Department/Division: Facilities Operations and Maintenance  
Reports To: Vehicle Maintenance Supervisor

---

## Summary

- **Function:** To provide skills in the maintenance and repair of vehicles and equipment. Serves as back up to the Vehicle Maintenance Supervisor.
- **Scope:** Responsible for performing mechanical work in the maintenance and repair of automobiles, trucks, tractors, bulldozers, golf carts, lawn equipment and related equipment.

## Duties

- **Typical:**
  1. Performs maintenance and repairs on automobiles, trucks, trailers, grounds equipment, and golf carts
  2. Drives vehicles to and from different areas within the University campuses as well as vendors off campus
  3. Performs overhauls of vehicle sub-components
  4. Performs diagnostics and troubleshooting of vehicles and equipment
  5. Orders parts and materials as required
  6. Provides guidance and training to automotive shop personnel
  7. Processes automotive shop work orders through the TMA work order system
  8. Maintain a clean, organized, and safe work environment
  9. Performs other duties as assigned
- **Periodic:**
  1. Attend monthly safety meetings for the Auto shop.
  2. Attend all safety/maintenance training as required.
  3. Provide training and guidance to employees in the level I role.

## Education

Required	Preferred
High school diploma or GED.	Vocational training in automotive repair.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
National Institute for Automotive Service Excellence (ASE) certification or other equivalent nationally recognized certification in one area of automotive/truck repair.	N/A
Valid Texas Driver's License and approval rating from the University Police Department.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of experience as an automotive, truck or equipment mechanic	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Tools and equipment used in automotive and truck repair.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual automotive repair shop conditions.	Exposure to mechanical hazards typical in automotive repair shops

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision in the form of oral instructions and work orders.	May supervise assigned helpers.

***Accuracy***

Proficiency in all phases of the duties performed.
--

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.