

The University of Texas at San Antonio

Job Description

Job Title: Automotive Mechanic I
Code: 15358
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Facilities Operations and Maintenance
Reports To: Vehicle Maintenance Supervisor

Summary

- Function: To provide basic skills in the maintenance and repair of automotive and maintenance equipment.
- Scope: Responsible for performing general mechanical work in the maintenance and repair of automobiles, trucks, tractors, bulldozers, golf carts, lawn equipment and related equipment.

Duties

- Typical:
 1. Diagnoses vehicle and equipment trouble.
 2. Prepares vehicles for state inspection.
 3. Performs scheduled vehicle preventive maintenance work, to include oil changes, tires, drive belts, and filters.
 4. Processes automotive shop work orders through the TMA work order system.
 5. Drives vehicles to and from different areas within the University campuses as well as vendors off campus.
 6. Maintain a clean, organized, and safe work environment.
 7. Performs other duties as assigned.
- Periodic:
 1. Attend monthly safety meetings for the Auto shop
 2. Attend all safety/maintenance training as required

Education

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

Other Requirements

Required	Preferred
Valid Texas Driver's License and approval rating from the University Police Department.	ASE Certification.
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year professional experience in basic automotive maintenance repair.	Four years of similar experience.

Equipment

Required	Preferred
Ability to operate machines and equipment used in the automotive mechanic trade.	N/A

Working Conditions

Usual	Special
Usual automotive repair shop conditions.	Exposure to mechanical hazards typical in automotive repair shops

Supervision

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

Accuracy

Proficiency in all phases of the duties performed.
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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.
