

## AUTOMOTIVE MECHANIC LEADER

NATURE OF WORK IN THIS CLASS:

Leads and participates in automotive mechanic work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Leads and participates in the overhaul and repair of engines, transmissions, rear-ends carburetors and other systems; performs tune-ups; conducts field work involving the troubleshooting of automotive equipment.

Estimates the time and material cost of work projects.

Insures that materials and equipment are properly maintained and that replacement parts are available.

Performs complex mechanical repair work.

Applies and enforces safe work practices on the job.

Maintains records and prepares reports.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, techniques, tools and equipment used in the maintenance and repair of automotive equipment.

Ability to lead the work of others.

Ability to estimate the time and material cost of work projects.

Ability to insure that materials and equipment are properly maintained and that replacement parts are available.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in automotive mechanic work.

Page 2

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**MINIMUM EXPERIENCE AND TRAINING:**

- a) Five years of experience in the maintenance and repair of automotive equipment and including one year at the skilled level; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



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**DAVID R. FLORES, Executive Director  
Civil Service Commission**