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Specifications for the Class:

AUTOMOTIVE MECHANIC I

Duties Summary:

Performs major and minor mechanical repairs to gasoline and diesel powered motorized equipment; may instruct or supervise helpers; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Automotive Mechanic Helper in that the Automotive Mechanic I performs journeyman-level mechanical repair work involving the complete overhaul of gasoline and diesel powered motorized equipment and accessories, supervises Automotive Mechanic Helpers and performs as leading man from time to time when engaged in large overhaul jobs requiring more than one Automotive Mechanic; the Automotive Mechanic Helper performs mechanical repair and maintenance work under the supervision of a higher level Automotive Mechanic and performs many of the routine tasks involved in the major overhaul of such motorized equipment.

This class differs from that of Automotive Mechanic II in that the Automotive Mechanic I performs journeyman-level mechanical work, supervises Automotive Mechanic Helpers and occasionally performs as leading man over other journeyman Automotive Mechanics when engaged in large overhauling jobs requiring more than one automotive mechanic; the Automotive Mechanic II supervises journeyman-level Automotive Mechanics and participates in performing major and minor mechanical repairs to gasoline and diesel powered motorized equipment as a full-time continuing work assignment.

Classes in the Automotive Mechanic series differ from classes in the Maintenance Mechanic series in that classes in the Automotive Mechanic Series perform skilled mechanical work in the adjustment, maintenance and repair of gasoline and diesel powered motorized equipment as a major work assignment although they occasionally perform other mechanical work tasks; classes in the Maintenance Mechanic series perform skilled mechanical work in the adjustment, maintenance and repair of a wide variety of mechanical equipment as a major work assignment such as oil stoves, steam boilers, water pumps and mechanical laundry equipment although

they occasionally adjust, maintain and repair motorized equipment as an incidental work assignment.

Examples of Duties:

Repairs broken, worn and otherwise damaged mechanical and electrical parts of motorized equipment in trucks, automobiles, bulldozers, motor graders, cranes or rollers and makes the necessary adjustments to keep such equipment in a satisfactory working condition; replaces broken, worn and defective parts such as gears, shafts and bearings; makes adjustments to correct faults such as imperfectly operating tie rods and steering gear or poor wheel alignment; makes adjustments to such parts as motor, brakes and ignition system; disassembles parts of the vehicles such as the motor, differential, transmission and running gear, removing each individual piece and examining it carefully for wear, breaks and otherwise undesirable characteristics; clean each part with gasoline to expose breaks or worn places; replaces worn or broken parts and reassembles the pieces in their respective places, tightening lock nuts, sets screws, bolts and nuts securely and evenly; checks moving parts and makes necessary adjustments to assure that alignments and clearances are proper; adjusts and sets timing mechanism; occasionally makes wheel repairs to motorized equipment such as bulldozers, motor graders and tractors; occasionally repairs dented fenders and truck bodies and patching where necessary; instructs a group of automotive mechanic helpers or wards or inmates as part of an organized apprenticeship program and teaches them the techniques of the trade; periodically checks on work progress and makes reports for appropriate supervisor; leads a group of automotive mechanics when performing large repair jobs requiring use of more than one automotive mechanic.

Minimum Qualification Requirements:

Experience and Training: (1) Four years of full-time work experience in or successful completion of a four-year apprenticeship program for auto mechanic in motor equipment repair work under a journeyman mechanic or (2) any equivalent combination of experience and training.

Knowledge of: Practices, tools, materials and equipment used in the automotive mechanic trade; shop practices and methods; occupational hazards and safety measures applicable to the trade; principles of internal combustion engines and automotive parts and adjustment of specific types and makes of motorized equipment and accessories.

Ability to: Operates motorized equipment; estimates material, parts, and labor necessary to perform an overhaul job; operates the various machines and equipment used in adjusting, maintaining and repairing motorized equipment; locates and adjusts mechanical defects and makes necessary repairs to motorized equipment; does

welding and simple sheet metal and blacksmith work; makes working sketches and drawings; gives and receives both oral and written instructions.

Personal Qualities: Physical strength and agility; thoroughness; accuracy; reliability; initiative; and resourcefulness.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specification and the minimum qualification specifications for the Executive Branch Civil Service class AUTOMOTIVE MECHANIC I by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



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