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Specifications for the Class:

AUTOMOTIVE MECHANIC II

Duties Summary:

Supervises and participates in performing major and minor mechanical repairs to gasoline and diesel powered motorized equipment; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Automotive Mechanic I in that the Automotive Mechanic II supervises journeymen 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; 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.

This class differs from that of Automotive Mechanic Foreman I in that the Automotive Mechanic II supervises and participates in performing major and minor mechanical repairs to gasoline and diesel powered motorized equipment, and in this process may oversee the activities of a repair shop; the Automotive Mechanic Foreman I directs the overall activities of a repair shop by supervising Automotive Mechanics engaged in the repair and maintenance of diesel and gasoline powered equipment.

Examples of Duties:

Plans, organizes, lays out, assigns and reviews the work of several journeyman automotive mechanics and participates in repairing broken, worn, and otherwise damaged mechanical and electrical parts of motorized equipment in trucks, automobiles, bulldozers, motor graders, cranes or rollers; supervises and participates in replacing broken, worn, and defective parts such as gears, shafts, and bearings and in making adjustments to correct faults such as imperfectly operating tie rods and steering gear or poor wheel alignment; supervises and participates in making adjustments to such parts as motor, brakes and ignition system; supervises and participates in making wheel or track repairs to motorized equipment such as bulldozers, motor graders, cranes, and tractors; supervises and participates in disassembling parts of motorized equipment, such as motor, transmission, and running gear, removing each individual piece and examining it occasionally for wear, breaks, and otherwise undesirable characteristics and replaces

worn or broken parts and reassembles pieces in their respective places; keeps record of material and labor costs; keeps proper inventory level of supplies and material; may instruct trades helpers, wards or inmates as part of an organized program and teach them the techniques of the trade.

Minimum Qualification Requirements:

Experience and Training: (1) Two years of journeyman-level work experience in motor equipment repair work 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 principles and practices of supervision.

Ability to: Plans, organizes, layouts, assigns, and inspects the work of automotive mechanics. 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.

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 II by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



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Office of Human Resources