

.....
Specifications for the Class:

AUTOMOTIVE MECHANIC HELPER

Duties Summary:

Makes routine mechanical repairs on gasoline or diesel powered motorized equipment; assists an automotive mechanic in overhauling and repairing motorized equipment; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Automotive Mechanic I in that the Automotive Mechanic Helper performs mechanical work in the adjustment, maintenance and repair on gasoline or diesel engines and motorized equipment under the supervision of a higher level Automotive Mechanic and performs many of the routine tasks involved in the major overhaul of engines and completed work is inspected by a journeyman automotive mechanic before being released; the Automotive Mechanic I performs skilled mechanical repair work involving the complete overhaul of gasoline and diesel powered motorized equipment and accessories, supervises Automotive Mechanic Helpers as well as instructing them in the techniques of the trade as part of an organized apprenticeship program and performs as leading man from time to time when engaged in large overhaul jobs requiring the use of more than one Automotive Mechanic.

Examples of Duties:

Checks and adjusts brakes; installs fuel pumps, generators and carburetors; checks tools and adjusts motors, aligns front ends, straightens frames and wheels; notifies journeyman to make the final check of the work; replaces spring and shock absorbers; checks and replaces spark plugs, ignition motors, arms and electrical wiring or the ignition system; makes inspections of motorized equipment and tightens bolts, nuts, screws and/or other loose parts; assists an Automotive Mechanic in disassembling motors by pulling valves, by removing crankcase and pulling pistons and gears.

Minimum Qualification Requirements:

Experience and Training: (1) Two years of work experience as an apprentice or helper 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; principles of internal combustion engines; parts and accessories of motorized equipment; occupational hazards and safety practices applicable to the trade.

Ability to: Operates motorized equipment; does routine mechanical work; uses the tools employed in motor repair and adjustment work; gives and receives both oral and written instructions.

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 HELPER by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources