

9702

MECHANIC 1

Nature of Work: Under direct supervision performs beginning level work in the maintenance, lubrication, repair and overhaul of light equipment, automobiles, trucks and other motor driven equipment. Performs related work as required.

Distinguishing Characteristics: The incumbent in this classification is assigned beginning level mechanic work able to be performed by an employee with less than two years of experience.

Examples of Work

Repairs, replaces and balances tires.
Replaces equipment components such as exhaust systems, cooling systems, universal joints, fuel filters, oil filters, transmission filters, spark plugs, etc.
Repairs minor electrical defects (i.e. wire splices, add on lights, etc.).
Replaces body parts such as locks, lights, windshield wipers, bumpers, adjusts doors, door glasses and performs minor body adjustments.
Performs oil changes and chassis lubrication.
Assists other mechanics in performing major repair work.
Drives vehicle after repairs to test operation.

Knowledge, Skills and Abilities

Knowledge of the methods, materials, tools and equipment used in the maintenance and repair of vehicles and other motor driven equipment.
Knowledge of the operation of motor driven equipment.
Knowledge of occupational hazards and necessary standard safety precautions.
Skill in the use of tools and equipment used in the repair of motor driven equipment.
Ability to follow oral and/or written instructions.
Ability to diagnose minor mechanical problems and determine appropriate procedures for repair.
Ability to maintain simple records (i.e. time cards, repair work orders, etc.).
Ability to perform heavy physical labor.

Minimum Qualifications

Training: No formal education required.

Experience: One year of full-time or equivalent part-time paid experience in service/mechanical work on automobiles

or motor driven equipment.

Substitution: Successful completion of an approved vocational school program in automotive mechanics of at least 1080 clock hours may be substituted for the required experience.

Special Requirement: A valid West Virginia Motor Vehicle Operator's license is required.

Established: 8/19/93
Effective: 4/1/94