

9704

### MECHANIC 3

**Nature of Work:** Under general supervision performs advanced and lead 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:** Work at this level is characterized by project and team leader responsibility. While performing the same levels of work as those being supervised, the incumbent assigns specific tasks to those individuals and sets the pace and standards for the work.

#### **Examples of Work**

- Makes daily crew assignments, clean-up assignments and other detail assignments as necessary.
- Reviews the performance of other shop mechanics.
- Trains and leads other mechanics in performing their job duties.
- Diagnoses and repairs problems with the electrical and charging system.
- Removes and replaces the hydraulic system adjusting all regulating valves.
- Disassembles and reassembles the driveline and differential.
- Repairs or replaces body parts damaged by collision/corrosion.
- Performs pre-operational check of equipment.
- Maintains safe and orderly work areas.
- Drives equipment 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.
- Skill in the use of tools and equipment used in the repair of motor driven equipment.
- Ability to supervise and direct the work of others.
- Ability to follow and administer oral and written instructions.
- Ability to diagnose mechanical problems and determine appropriate procedures for repairs.
- Ability to train lower level mechanics.
- Ability to maintain simple records (i.e. time cards, work repair orders).

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**MECHANIC 3 (CONT'D)**

**Minimum Qualifications**

**Training:** No formal education required.

**Experience:** Three years 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 one year of the required experience.

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

Established: 8/19/93  
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