

Sam Houston State University Human Resources

Staff Classification Description – Automotive Mechanic

Skill Category: Skilled Crafts
Position (Employee) Class: 6N101 (N1)
Grade: 9
Date: 09/2014

Department: Physical Plant

Educational & Experience Requirement: High school graduate or G.E.D. Prefer technical/vocational training in automotive, light truck, or heavy truck mechanics. Five or more years verifiable experience as a mechanic on late model vehicles. Experience with gasoline, diesel, alternative fuel engines needed. Experience with stationary emergency generators would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities may be considered.

Nature & Purpose of Position: Provides knowledge and skilled work in a vehicle maintenance shop environment. Perform medium and light duty vehicle repair, preventive maintenance, and routine service.

Supervision Given & Received: Works under minimum supervision and may supervise student employees.

Primary Responsibilities: Provides automotive diagnostics, repair, and routine maintenance. Handles work order documentation, parts requisitioning, and inventory duties. Controls the maintenance, repair, replacement, and installation of various automotive components including drive train, interiors, bodywork, engine work, automotive electrical, automotive refrigeration repair and reclamation, brakes, tires, and transmissions. Performs skilled work such as engine performance diagnosis, repair, and tuneups; vehicle preventive maintenance servicing; minor transmission, brake and rear-end repairs; and various other repairs and maintenance of all University vehicles and equipment. Performs vehicle state inspections. Provides medium and light duty repair, preventative maintenance, and routine service on stationary emergency generators and vehicle cleaning. Assists with chauffeuring university staff. Performs other related duties as assigned.

Other Specifications: Experience with computer word processing, spreadsheets, and databases. Some supervisory experience would be helpful. Skilled in use of auto-repair tools and equipment. Skilled in all types of trade tools and equipment for auto repair, part replacement and diagnostics. Working conditions are considered fair, but involve more than average (25-50%) exposure to dust, dirt, heat, cold, noise, vibration, congested work area, under automotive hoods and chassis and under car lifts. Must have knowledge of computerized automotive systems, automotive air conditioning, complex fueling systems, and automatic transmissions.

Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required. State of Texas class CDL A or CDL B drivers license is required but may be obtained after being employed, failure to do so may be grounds for dismissal. Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.