

The Maryland-National Capital Park and Planning Commission

TITLE: Automotive/Equipment Mechanic I GRADE: T03 DATE: 5/30/2019
SERIES: Equipment Repair & Operation CODE: 2485 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled automotive/equipment mechanical work involving moderate responsibility, complexity, and variety. Performs simple projects or assists on major projects to maintain and repair vehicles and power equipment at Commission buildings, structures, and property. May guide activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trade Shop Supervisors and higher level Automotive/Equipment Mechanics. Applies knowledge of standard mechanical practices and methods. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Receives work orders for mechanical projects; test drives, inspects and repairs defects and causes of mechanical and other problems; may assist higher level Automotive/Equipment Mechanics in diagnosing and troubleshooting type and extent of necessary repairs. Reviews computer based, written technical manuals and materials to complete repair and maintenance tasks.
2. Performs regular preventive maintenance on vehicles and equipment; changes oil, filters, and fluids. Lubricates moving parts; replaces or charges batteries; inflates, balances, changes, and rotates tires. Adjusts brakes and clutches; tunes up engines.
3. Makes minor repairs of cars, trucks, mowers, tractors, golf carts and other equipment to include: repairing and replacing brakes, lights, horns, belts, hoses, shock absorbers, ball joints, tie rods, mufflers, fuel pumps, and other parts. Maintains and repairs equipment such as chain saws, mowers, weed eaters, blowers, and other equipment; cleans and paints equipment. Sharpens blades; replaces broken parts.
4. Completes checklists and refers major repairs to higher level Automotive/Equipment Mechanics; assists with major repairs (e.g., transmissions, engines, electronic fuel and on-board computer systems).
5. Assists with preparation and maintenance of records of expenditures, materials used, work schedules, and tasks completed on each project and other required administrative paperwork.

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6. Drives vehicle to carry workers and haul tools, equipment, materials, and supplies; takes vehicle to garage for maintenance and repairs. Sets up equipment and tools for safe operation at job sites; loads and unloads tools, equipment, supplies, and materials. Maintains or assists in maintenance of trucks, supplies, tools, equipment or materials; provides routine maintenance and repair of equipment; tows vehicles and equipment to garage for repairs.
7. May guide and check work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; provides instruction on proper procedures and safety.

Important Worker Characteristics:

- A. Knowledge of: (1) standard mechanical practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA); (3) Commission policies and procedures*; and (4) hazardous materials.
- B. Skill in operation of: (1) hand and power tools; (2) motor vehicles; and (3) personal computer and applicable software*.

**Typically acquired or fully developed primarily after employment in this job class.*

- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; and (3) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and understanding computer based, written technical manuals, schematics, sketches, and drawings as a guide to complete repair and maintenance tasks.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications (MQs):

1. High school diploma or Certificate of General Educational Development (GED).
2. Completion of an approved automotive/equipment mechanic apprentice program; or four (4) years of progressively responsible experience in mechanical repair.

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3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Valid Commercial Driver's License (CDL) with appropriate endorsements within 12 months of employment.
6. Pass Commission medical examination.

Working Conditions:

Occasionally performs work indoors and outdoors; exposure to varied weather conditions, dirt, grease, noise, dust, exhaust fumes, and caustic chemicals. Must be available to work during emergencies. Positions in this class occasionally remains in a stationary position, move about inside and outside, operate and maneuver vehicles, tools and equipment, ascend and descend ladders, position self to complete manual work, pull and use fingers to perform mechanical work, move equipment, tools and objects weighing up to 75 pounds.

Examples of Mechanic I Work:

- Preventive maintenance service.
- Repairs to vehicles and equipment.