

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Automotive/Equipment Mechanic II      GRADE: T05      DATE: 3/8/2023  
SERIES: Equipment Repair & Operation      CODE: 2486      EEO: Skilled Craft      FLSA: Non-Exempt

### Class Definition.

Under general supervision, performs the full range of difficult skilled automotive/equipment mechanical work involving considerable responsibility, complexity, and variety. Performs maintenance and repair of a variety of vehicles and power equipment at Commission buildings, structures, and property. May assign, train and check work of other Automotive/Equipment Mechanics, Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Applies considerable knowledge of standard mechanical practices and methods, operation and repair of internal combustion engines, transmissions, electrical and cooling systems and other automotive components, tools, materials, equipment and methods used in automotive and motorized equipment, and control, braking and lubricating systems. Performs various types of analyses and makes the full range of calculations. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Receives work orders for automotive/equipment mechanical projects; troubleshoots and determines causes of equipment malfunctions to identify type and extent of necessary repairs; conducts technical research.
2. Performs difficult automotive/equipment mechanical work; performs major repairs on cars, trucks, and other equipment to include: rebuilding, changing, aligning, and modifying components and assemblies of vehicles (e.g., engines, transmissions, differentials, clutches, axles) by fitting and installing parts needed (e.g., valves, pistons, gears, bearings, cylinder) to exacting tolerances, clearances, and specifications. Connects, meshes, aligns and adjusts systems to assure proper operation; repairs electrical, mechanical, exhaust, fuel, lubrication, cooling, hydraulic, electronic and computer utility system malfunctions; utilizes computerized analysis system to diagnose problems.
3. Replaces or overhauls brake and fuel systems, generators, alternators, starters, distributors and electronic ignition systems; rebuilds and replaces 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 small equipment. Cleans and paints equipment; sharpens blades, replaces broken parts; repairs vehicle emissions systems.

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4. Coordinates regular preventive maintenance inspections on cars, trucks, mowers, tractors, golf carts and other vehicles; may conduct minor maintenance or repairs such as change oil, filters, and fluids. Lubricates moving parts; replaces or charges batteries; inflates, balances, changes, and rotates tires. Adjusts brakes and clutches and tune up engines.
5. May coordinate emissions inspections and testing for assigned vehicles and repair vehicle emissions systems.
6. Completes required administrative paperwork and recordkeeping; updates unit work request log. Records and updates electronic database with vehicle maintenance data and other work assignments.
7. Maintains inventory and assigns power equipment, tools, safety equipment, and vehicles to crew; makes purchases and checks invoices to ensure materials are received and delivered.
8. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies; loads and unloads tools, equipment, supplies and materials. Sets up tools and equipment; tows vehicles and equipment to garage for repairs. Test drives vehicles and equipment to identify problems and after repair.
9. Assigns, trains and checks work of other Automotive/Equipment Mechanics, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers; provides instructions and assist with training on proper procedures, trade methods and safety.
10. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities (ADA) compliance work to remove barriers. Provides instructions on proper use and safety measures; ensures safe and efficient work practices are followed. Checks work site for potential hazards; applies safe and effective methods of machine operation, maintenance and storage.
11. Monitors fuel sites to ensure regulatory compliance and checks fueling systems; monitors fuel tank during deliveries.
12. Provides on-call emergency repair services to park rides; maintains snow plow equipment during storm events to minimize down time. Provides road side rescue and towing services.
13. Identifies and complies with unique regulatory (Department of Transportation) or manufacturer specifications.
14. Attends training to increase knowledge, awareness and safety.

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### Important Worker Characteristics:

- A. Considerable knowledge of: (1) standard mechanical practices and methods; (2) operation and repair of internal combustion engines, transmissions, electrical and cooling systems and other automotive components; (3) tools, materials, equipment and methods used in automotive and motorized equipment; (4) control, braking and lubricating systems; (5) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), and fire codes; (6) Commission policies and procedures\*; (7) general preventative maintenance applications\*; (8) hazardous materials; and (9) safe work practices.
- B. Skill in operation of: (1) hand and power tools used to diagnose and address wide variety of vehicular problems; (2) mechanical equipment; (3) emissions analyzer\*; (4) diagnostic software (scan tools) and electronic diagnostic test equipment\*; (5) heavy equipment; (6) welding equipment\*; (7) motor vehicles; (8) personal computer and related software\*; and (9) vehicle recovery equipment.

*\*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; (3) inspect equipment to locate and diagnose malfunctions; (4) recognize mechanical problems by sight and sound; (5) keep basic records; and (6) 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; troubleshooting and determining cause of equipment malfunction to identify type and extent of necessary repairs.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. Examples include reading and understanding manuals, schematics, sketches, and drawings.
- 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 mechanical apprentice program; or four (4) years of progressively responsible experience in maintenance and repair on automotive and/or heavy motor equipment.
3. Two (2) years of experience at the journey level.
4. An equivalent combination of education and experience may be substituted, which together total six (6) years.

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5. 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.
6. Valid Commercial Driver's License (CDL) with appropriate endorsements within 12 months of employment.
7. 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 II Work:

- Performs preventive maintenance service and a variety of major repairs and diagnosis to vehicles and equipment.
- Performs point maintenance check.
- Replaces brakes system.
- Repairs and replaces tires and wheels.
- Replaces struts and shocks.
- Overhauls engines.
- Checks and adjusts lights.