

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

TITLE: Automotive/Equipment Mechanic III      GRADE: 20      DATE: 5/30/19  
SERIES: Equipment Repair & Operation   CODE: 2487   EEO: Skilled Craft   FLSA: Non-Exempt

### Class Definition:

Under direction, leads, coordinates, and monitors the work of other Automotive/Equipment Mechanics. May additionally direct, lead, coordinate and monitor the work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers to perform the full range of skilled mechanical work of the highest complexity and variety. Responsibilities involve leading work efforts to perform major/minor repairs on a variety of vehicles and power equipment. Work is checked by Trade Shop Supervisors and Inspectors. Applies extensive 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, control, braking and lubricating systems, and general preventative maintenance applications. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### Examples of Important Duties:

1. Plans crew projects; receives work orders for unit automotive/equipment mechanical projects. Schedules incoming repairs and preventative vehicle maintenance using a computer system; determines type of repair needed (e.g., accident, routine maintenance, safety). Reviews technical manuals, illustrations, specifications and diagrams to determine appropriate repairs; drives, inspects and performs diagnostic tests to locate defects and causes of mechanical and other problems to determine type and extent of necessary repairs.
2. Leads crew(s) on projects; plans, assigns and checks work of other Automotive/Equipment Mechanics, Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities from beginning to end of projects; inspects all work and keeps repair/maintenance projects on schedule. Provides training and technical assistance on assignments.

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3. Performs difficult mechanical repairs and specialized assignments involving rebuilding, replacing and servicing cars, trucks, tractors, backhoes, bulldozers, front-end loaders, road graders, transmissions, engines, axles, hydraulic and pneumatic systems; re-wire and repair electrical, electronic and computer utility systems. Rebuilds and replaces brakes, lights, horns, belts, hoses, shock absorbers, ball joints, tie rods, muffler, fuel pumps, and other parts.
4. Performs as primary evaluator and provide guidance for assigned personnel; assists Trade Shop Supervisors with performance evaluations, personnel forms and documents as prescribed by regulations and enforce Commission rules, regulations, and policies. Manages shop projects in absence of Trade Shop Supervisor.
5. Prepares and reviews informal bid proposals; prepares material requisitions and estimates of tools, equipment, supplies and materials required to complete assignments and records expenditures.
6. 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 tunes engines.
7. May coordinate emissions inspections and testing for assigned vehicles and repair vehicle emissions systems.
8. Completes required administrative paperwork and recordkeeping; maintains electronic repair records information system. Maintains crew and project schedules and records of materials used, tasks completed, accidents and injuries; records and updates electronic database with vehicle maintenance data and other work assignments.
9. Assigns and maintains inventory of power equipment, tools, safety equipment and vehicles assigned to crew. Obtains quotes, make purchases and check invoices to ensure materials are received and delivered.
10. Drives motor vehicles to carry workers and haul tools, equipment, materials and supplies; loads and unloads tools, equipment, supplies and materials. Set ups tools and equipment; tows vehicles and equipment to garage for repairs. Test drives vehicles and equipment to identify problems and after repair.
11. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers. Provides instruction 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.
12. Monitors fuel sites to ensure regulatory compliance and check fueling systems; fills fuel tank during deliveries.

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13. 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.
14. Identifies and complies with unique regulatory (Department of Transportation) or manufacturer specifications.
15. Attends training to increase knowledge, awareness and safety.

### Important Worker Characteristics:

- A. Extensive 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 a wide variety of vehicle/equipment 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; (6) lead skilled mechanical work with minimum supervision; (7) provide all needed maintenance and repair during snow operations; and (8) 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; performing difficult mechanical repairs and specialized assignments involving rebuilding, replacing and servicing cars, trucks, tractors, backhoes, bulldozers, front-end loaders, road graders, transmissions, engines, axles, hydraulic and pneumatic systems.
- 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.

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- 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 mechanical apprentice program; or four (4) years of progressively responsible experience in the maintenance and repair on automotive and/or heavy motor equipment.
3. Four (4) years of experience at the journey level, including two (2) years of experience directing the activities of other skilled Automotive/Equipment Mechanics.
4. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
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.
7. Pass Commission medical examination.
8. Valid Automotive Service Excellence (ASE) Master Certification in either truck or auto or equivalent certifications.

### 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 III Work:

- Performs diagnosis to various vehicles and equipment.
- Performs Vehicle Emissions Inspections Program (VEIP).
- Conducts daily safety sensitive garage repairs and operations.
- Plans and leads crew projects.