

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** AUTOMOTIVE MECHANIC III  
**DEPARTMENT:** GARAGE  
**REPORTS TO:** GARAGE MANAGER

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**CLASS CODE:** 3021  
**FLSA STATUS:** N  
**DATE:** 02/00

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

This class works under general supervision, performs progressively more responsible task in the repair and maintenance of County vehicles and equipment, performs body and paint work, fabricates and modifies parts for specially equipped vehicles. Incumbents in this class perform skilled technical mechanical work in the repair and maintenance of vehicles and equipment requiring an advanced level of training, skill and experience. Work is performed at an advanced journey level, and incumbents in this class are expected to work with considerable independence, with their work being subject only to periodic spot checks.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs safety checks and maintenance on vehicles and equipment; prepares associated reports.

Performs hydraulic brake diagnostics and repairs.

Prepares vehicle condition reports for the billing of parts and labor time.

Performs road services including towing of vehicles and road testing to assure reliability and safety.

Performs engine diagnosis and repairs, tune-ups, overhauls, and replacement of parts.

Fabricates special equipment for vehicles and other equipment.

Performs transmission overhauls and repairs or replacements.

Checks, repairs or replaces tires as needed.

Repairs interior and exterior of vehicles and equipment.

Checks and repairs suspension and performs wheel alignments.

Inspects, diagnoses, and locates mechanical and electrical malfunctions; repairs and replaces electrical system parts.

Orders parts and supplies as needed.

Refuels and checks vehicles in and out.

Performs routine garage shop maintenance.

Supervises inmates, work release and community service individuals in the performance of vehicle maintenance duties.

Performs a variety of related tasks at an advanced journey level, under general supervision.

Carries lead worker responsibilities, including day-to-day direction, scheduling, and training.

Advises managerial staff in the technical aspects of the job functions.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Hand Tools  
Forklift

Welding Equipment  
Cherry Picker

Vehicles  
Car Lift

Diagnostic Tools and Computer

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **Education and Experience:**

##### **Level III:**

One year certificate from an accredited college or technical school, *or ASE Master Technician Certification*; and

An advanced knowledge of materials, tools, and safety practices, and the ability to learn related job functions in order to perform a variety of related tasks under general supervision at the advanced journey level; and

Four to six years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

#### **Licenses and Certifications:**

Valid State Driver's License

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

Methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment.

Hydraulics, electrical systems, gas and diesel engines.

Techniques utilized in welding and fabricating parts.

Basic paint and body repair.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

#### **Skill in:**

Diagnosing and repairing a variety of vehicles and equipment.

Communicating clearly and effectively, both orally and in writing.

#### **Mental and Physical Abilities:**

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

Ability to write simple correspondence.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 100 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, and work with explosives.

The incumbent's working conditions are typically loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.