

# Classification Specification: Sr. Automotive Mechanic

Classification Number: 52132  
Effective Date: April 14, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Performs maintenance and technical repair on vehicles and equipment. Ensures equipment is ready for the day of operation. Maintains service records. Orders parts and equipment. Supports grounds department by performing assigned duties.

## Essential/Primary Duties

- Troubleshoots and performs minor and major repairs on vehicles and equipment.
- Completes service orders and obtains price quotes for parts and repairs.
- Purchases shop supplies and repair parts.
- Maintains service records for various departments.
- Performs day to day service prep such as oil changes, tire repairs, and change batteries on vehicles and equipment.

## Experience and Education

### Experience

- Three to six months related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.

## Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

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### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to accurately receive and disburse cash whether currency, credit cards, checks, or other payment forms
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment
- Ability to perform automotive and heavy equipment maintenance and repair
- Ability to operate heavy equipment

### Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

### Providing Direction

**Full-Time**

None

**Part-Time**

None

### Responsibility for Student Workers

None