

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Auto Mechanic 3		Class Code: 004FB3
	FLSA Status: Non-Exempt	Salary Schedule: LTC 3	Effective Date: 8-7-13
	Summary: The incumbent either performs preventive maintenance on state motor vehicles through periodic inspection, adjustments and repairs or specializes in the rebuilding or repair of one or two major automotive components or systems such as carburetors, distributors, transmissions, electrical systems or suspensions. Incumbent assists in major overhauls and repairs.		

Duties:

- Tunes engines;
- Replaces defective parts;
- Adjusts carburetors;
- Replaces and aligns headlights;
- Replaces or repairs brakes, brake drums, brake linings and brake fluid;
- Adjusts transmission linkage and bands;
- Inspects new vehicles and installs special public safety equipment such as sirens, flashing lights and two-way radios;
- Maintains service records;
- Repairs or replaces exhaust systems;
- Rebuilds or repairs starters, alternators or distributors;
- Performs related duties as required.

Job Requirements:

- Working knowledge of all automotive functions and systems (engine, electrical, brakes, cooling) or specialized knowledge of one or two major automotive systems;
- Working knowledge of standard automotive procedures, materials and tools used in automobile repair;
- Practical knowledge of appropriate safety precautions;
- Ability to use repair manuals and parts catalogues;
- Ability to use standard automotive repair tools.

Responsibility:

The incumbent receives general instructions and administrative supervision for frequently performed routine tasks. Incumbent receives more detailed and complete instructions and supervision for more highly technical and complex tasks which are performed less frequently. All tasks require accuracy to protect equipment and self from damage or injury.

Physical Effort:

The incumbent is frequently required to lift automobile parts and equipment weighing from 20-75 pounds and frequently works in uncomfortable or cramped positions.

Working Conditions:

Work is performed in garage areas that are noisy and dirty where caution must be exercised to avoid personal injury to self and others.