

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**AUTOMOTIVE MECHANIC**

**JOB DESCRIPTION**

Employees in this job participate in and oversee the repair and maintenance of state owned or leased gas and electric vehicles and equipment.

**Position Code Title - Automotive Mechanic-E**

Automotive Mechanic 7

This is the entry level. The employee performs a range of automotive mechanic assignments while learning the methods of the work.

Automotive Mechanic 8

This is the intermediate level. The employee performs an expanding range of automotive mechanic assignments in a developing capacity.

Automotive Mechanic E9

This is the experienced level. The employee performs a full range of automotive mechanic assignments and uses independent judgment to make decisions in specific work situations.

**Position Code Title - Automotive Mechanic-A**

Automotive Mechanic 10

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Automotive Mechanics, prisoners, and/or others, and performing experienced-level automotive mechanic assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs routine maintenance checks and adjustments on fluid levels, hoses, belts, brakes, tires, and clutches; changes filters and oil, and lubricates vehicles and motor driven equipment.

Tunes gas and diesel engines and, as needed, replaces spark plugs, PCV valves, fuel filters, injectors, and turbo chargers.

Diagnoses and repairs gas, electric, and hybrid vehicles.

Performs data networking and multiplexing to simplify wiring in vehicle controls.

Programs and re-programs vehicles.

Diagnoses problems, disassembles units, repairs or replaces parts, and reassembles units in the following systems: brake, cooling, drive, electrical, exhaust and emission control, heating and air conditioning, hydraulic and air, and suspension system.

Overhauls, replaces, and rebuilds engines.

Fabricates, modifies, and installs special equipment or replacement parts.

Performs vehicle body repairs.

Maintains service logs.

Cleans and maintains tools and equipment.

Assists in training others in work techniques.

Operates a tow truck.

Road tests vehicles.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Automotive Mechanic 10 (Crew Leader)**

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares work orders and estimates of cost and materials.

Maintains inventory and orders fuel, parts, tools, equipment, and supplies.

Performs layout work for fabrication of parts and equipment.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, materials, tools, and equipment used in the Automotive Mechanic trade.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of body and frame construction.

Knowledge of vehicle data networking and multiplexing.

Skill in the use of the tools and equipment of the Automotive Mechanic trade.

Skill in the use of computers and electronic equipment to diagnose and solve mechanical and technical problems.

Skill in painting, polishing, and scratch removal and repair.

Ability to use mechanical and automotive blueprints, diagrams, and manuals.

Ability to disassemble, repair, and assemble engines and parts.

Ability to communicate effectively.

Ability to program and re-program vehicles.

#### **Additional Knowledge, Skills, and Abilities**

#### **Automotive Mechanic 10 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require an employee to work outdoors.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties may require an employee to lift and/or move heavy objects.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Automotive Mechanic 7**

No specific type or amount is required.

#### **Automotive Mechanic 8**

Two years of experience assisting skilled trades workers in the repair and maintenance of gas, electric, and/or hybrid vehicles.

#### **Automotive Mechanic E9**

Four years of experience in the repair and maintenance of gas, electric, and/or hybrid vehicles equivalent to an Automotive Mechanic, including two years equivalent to an Automotive Mechanic 8.

#### **Automotive Mechanic 10**

Five years of experience in the repair and maintenance of gas, electric, and/or hybrid vehicles equivalent to an Automotive Mechanic, including one year equivalent to an Automotive Mechanic E9.

### **Alternate Education and Experience**

#### **Automotive Mechanic 8**

Completion of a recognized vocational training program in automotive mechanics may be substituted for the experience requirement.

### **Special Requirements, Licenses, and Certifications**

See individual position descriptions.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

AUTOMCH

### **Job Code Description**

AUTOMOTIVE MECHANIC

**Position Title**

Automotive Mechanic-A  
Automotive Mechanic-E

**Position Code**

AUTOMCHA  
AUTOMCHE

**Pay Schedule**

A31-012  
A31-029

JZ

02/04/2024