

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Automotive Services Technician (ASTCH)

I. JOB INFORMATION

Job Title: Automotive Services Technician (ASTCH)

Job Class: 75051 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, services vehicles and various equipment owned or leased by the University.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Performs periodic inspection, maintenance and repair of vehicles and equipment following manufacturer's specifications. Duties consist of tuning gasoline and diesel engines, maintaining and repairing fuel injection systems and computerized engine controls. Performs oil changes, lubrications, and tire, battery, brake and exhaust system service.**
- **Replaces, repairs and maintains major operating parts of cars, trucks, buses and heavy equipment. Services equipment including exhaust systems, brake linings, alternators, water pumps, transmissions, clutches, differentials, suspension and steering, electrical systems, automotive heating, ventilation and air conditioning systems, etc.**
- **Performs major overhauls of all kinds of engines, torque converters and hydraulic systems.**
- **May operate computerized diagnostic and test equipment.**
- **May operate and maintains computerized fuel dispensing system and software.**
- **Modifies vehicles and equipment for specific tasks or as required by state and federal laws. Uses welding equipment to weld, braze, straighten and bend heavy steel for modification/repair.**
- **Keeps accurate maintenance records by documenting individual repair or maintenance tasks performed on vehicles and equipment.**
- **Orders parts from suppliers to accomplish specific maintenance tasks with the authorization of the supervisor.**
- **Services and repairs vehicles and equipment which are inoperative in the field.**
- **Services equipment with fuel, oil, grease, water, etc.**
- **Cleans, washes and waxes vehicles.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, two years advanced vocational/technical education in auto mechanics or related fields, and one year of full-time experience as an auto mechanic; OR a high school diploma or equivalent, and three years of full-time experience as an auto mechanic is required. Familiarity with a variety of automotive concepts, practices and procedures, the ability to use vehicle technologies, automotive diagnostic equipment, and knowledge of the proper handling of hand and power tools are required. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies. There may be frequent exposure to extreme temperatures and/or weather conditions.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A valid Ohio Commercial Driver's License (Type A or B) is required.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.