

Auto Mechanic II

DEFINITION

This is basic foreman level supervisory and journeyman level work in the trade of Motor Mechanic.

An employee of this class in addition to participating in journeyman level work of the Motor Mechanic trade, organizes, assigns and supervises the duties of other journeymen and apprentices engaged in the trade, Heavy Duty Mechanics I and apprentices, and one or two servicemen or labourers performing assorted labouring tasks. Work of this class involves the mechanical repair and maintenance of automobiles, light trucks including mounted equipment, light construction and agricultural equipment including tractors, mowers, tampers, snowblowers, pumps, compressors, various power tools and related equipment equipped with spark-ignition or diesel engines. Work of this class is distinguished from that of the Heavy Duty Mechanic II class in that vehicles and equipment repaired and maintained by this class do not include tandem axle vehicles with air brakes or a combination of diesel engine and air brakes. Work assignments are usually in the form of work orders and/or oral and written instructions and vary from routine maintenance checks to major overhauls. Considerable independence of judgement and action is exercised in technical aspects of work with direction from a garage foreman who inspects work in progress or upon completion. Incumbents relieve the foreman in his absence.

TYPICAL DUTIES *

Organizes, assigns, supervises and participates in the work of other journeymen and apprentices involved in the trade of Motor Mechanic.

Repairs and maintains mechanical components of automobiles, light trucks, light construction and agricultural equipment and related equipment.

Inspects, adjusts and replaces units and related parts including valves, pistons, main bearing assemblies and cooling, fuel and exhaust systems.

Repairs and overhauls brakes, transmissions, differentials, front and rear axle assemblies and ignition systems; repairs and installs hydraulic controls; tunes motors using standard testing equipment.

Dismantles, repairs and reassembles air compressors, pumps and related equipment.

Inspects, repairs, overhauls and assembles automotive electric components such as alternators, distributors, starters, relays, etc.

Orders materials and supplies for the repair shop when instructed by foreman or during his absence.

Estimates labour and parts costs; writes up service reports.

Interprets technical manuals relating to manufacturers' specifications and warranty requirements.

Maintains minor records and performs simple administrative tasks.

Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard methods, practices, materials, tools and equipment of the Motor Mechanic trade.

Considerable knowledge of the operating principles of gasoline and diesel engines.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Ability to supervise and assign work of other journeymen, apprentices and helpers.

Ability to understand and execute oral and written instructions and to interpret technical manuals and specifications.

Skill in the use and care of the tools and equipment of the trade.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Motor Mechanic, with three years experience at the journeyman level and demonstrated supervisory potential. Completion of Level I Foremanship Training or an equivalent recognized by the City of Edmonton; incumbents must successfully complete Level II Foremanship Training upon appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's Licence.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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| Salary Plan | <u>10M</u> | <u>10A</u> | <u>10B</u> | <u>10C</u> |
| Job Code | 0102 | | | |
| Grade | 044 | | | |
| Last Updated: | 1991/08 | | | |
| Previous Updates: | | | | |
| Originated: | 1980/09 | | | |