

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

District Mechanic

Definition

Applies skilled mechanical expertise in the inspection of automotive vehicles and equipment and observation of repair activities and facilities; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Acts as an advisor to supervisors and other employees involved in the use, care, and maintenance of equipment in general and coordinates with administrative offices in matters of equipment service, operation, and maintenance.

Inspects vehicles and equipment to determine adherence to proper operation, maintenance, and repair policies and procedures; establishes and recommends repair and service procedures.

Assists and instructs automotive mechanics on unusual repair problems; expedites the procurement of repair parts and materials; writes repair orders.

Inspects new equipment to determine compliance with specifications; instructs automotive mechanics on specialized repair or service procedures required for new units.

Provides assistance in evaluating the mechanical qualifications of applicants for shop mechanic positions. Conducts on-the-job training sessions to improve the proficiency of mechanics.

Inspects the mechanical condition of equipment to determine the feasibility to repair; writes recommendations relative to the repair, disposition, or replacement of the equipment, which may be at the direction of higher level authority or program personnel charged with responsibility of making determinations regarding equipment.

Inspects maintenance garages and shops to determine the proper utilization of equipment and tools.

Maintains service and inventory records; contacts manufacturers, dealers, or agents as necessary to assure compliance with warranty agreements.

Competencies Required

Knowledge:

- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.

Abilities:

- Control Precision – Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Manual Dexterity – Quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Finger Dexterity – Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Multilimb Coordination – Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Extent Flexibility – Bend, stretch, twist, or reach with your body, arms, and/or legs.
- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength – Use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Gross Body Coordination – Coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Near Vision – See details at close range (within a few feet of the observer).
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing – Repairing machines or systems using the needed tools.
- Troubleshooting – Determining causes of operating errors and deciding what to do about it.
- Equipment Selection – Determining the kind of tools and equipment needed to do a job.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

- Operation Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Operation and Control – Controlling operations of equipment or systems.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Eight years of full-time work experience in automotive or diesel mechanic work.
- 2) All of the following (a and b):
 - a. Six years of full-time work experience in automotive or diesel mechanic work; and
 - b. A total of two years of education and/or full-time experience (as described in number one), where one year of vocational education in an automotive or diesel mechanics program equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes two years of full-time work as a Mechanic Supervisor or four years of full-time work as a Mechanic.

Notes

Designated positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained to continue employment.

Effective date: 06/19 SA