Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Automotive Repair Series

Classes in the Series

Class Code	Class Title
08365	Automotive Service Worker
08370	Mechanic Helper
08375	Mechanic
08390	District Mechanic

Series Concept

The maintenance and repair of automobiles, trucks, tractors, and related motorized equipment and attachments thereto (i.e., plow blades, mowers, wings, sander and spreader boxes, etc.).

Exclusions

Positions primarily involved in the maintenance and repair of: office equipment or furniture; heating, ventilating, or air conditioning equipment; or hand-operated power tools, lawn mowers, snow blowers, etc.

Class Distinctions

Automotive Service Worker

Positions at this level perform work in the servicing of automotive vehicles and related equipment. This work involves such things as: changing oil; lubricating; replacing light bulbs, fan belts, mufflers, etc; cleaning parts and steam cleaning engines; filling gas tanks; washing vehicles; and picking up and delivering the vehicles. No supervision or oversight of others is performed at this level.

Mechanic Helper

Positions at this level perform semi-skilled work in assisting journey level mechanics by making repairs such as cleaning, reinstalling or replacing defective parts or components (i.e., spark plugs, mufflers, brake pads or shoes, wheel cylinders, etc.). Work also includes: repairing mowers, snowplows, sanders and spreader boxes; washing; changing oil; greasing; checking batteries, tires, oil filters, water pumps, air filters, and fan belts; maintaining service and stock inventory records; and assisting journey-level mechanics with major repairs and overhauls. No supervision or oversight of others is performed at this level.

Mechanic

This is the journey level where incumbents are expected to perform the full range of mechanical maintenance or repair functions on motorized equipment (both gasoline and diesel powered). This would also include: welding and modifying equipment; fabricating parts; and installing truck bodies, lights, mirrors, decals, and accessories. Some oversight of others may be present at this level.

District Mechanic

Primary duties involve the performance of skilled mechanical work in the inspection of automotive vehicles and equipment and observation of repair activities and facilities in a specific area of the state. The work performed consists of: inspecting vehicles and equipment for adherence to proper operational, maintenance, and repair policies; inspecting new equipment for compliance with specifications; instructing mechanics on specialized repair procedures; inspecting equipment to determine feasibility of repair; and establishing and/or recommending repair and service procedures.

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