

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**DISTRICT MECHANIC**

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**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 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 of the standard methods, materials, tools, and equipment of the automotive mechanic trade.

Knowledge of the operating principles of gasoline and diesel engines.

Knowledge of the operating and repair characteristics of a variety of heavy duty public works equipment.

Knowledge of the occupational hazards and safety precautions of the trade.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to work cooperatively with others as part of a team.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness, required to be a productive employee.

Ability to diagnose difficult or unusual vehicle and equipment conditions or malfunctions and to determine effective corrective measures.

Ability to express ideas effectively, both orally and in writing.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to work cooperatively with others as part of a team.

Ability to apply personal ethical standards such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Experience equal to eight years of full-time work as an automotive or diesel mechanic;

OR

an equivalent combination of education and experience substituting one year of vocational education in automotive or diesel mechanics for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to two years of full-time Automotive Mechanic Supervisor or Automotive Mechanic Leader work;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to four years of full-time Automotive Mechanic work.

#### **NOTE:**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date:       3/98             BW