

NEW CASTLE COUNTY GOVERNMENT

Number 0803

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CLASS SPECIFICATION

Date 07/02/02

Title: AUTOMOTIVE MECHANIC HELPER

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled work at an apprentice level in the maintenance of a wide variety of automotive equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs skilled tasks in mechanical repair and maintenance of automobiles, trucks, tractors, bulldozers, graders, rollers, and other standard and specialized equipment normally under direct guidance. This employee assists on repair projects which require a high degree of skill. As more experience and knowledge is gained, more difficult assignments may be delegated. This employee would not make the decision as to what needs to be done to repair a vehicle but may perform the repair once that decision is made. General supervision is received, and the work may be checked while in progress or after it is completed.

EXAMPLES OF WORK: (Illustrative only)

- Installs brake shoes and repacks wheel bearings;
- Adjusts and installs clutches;
- Performs minor tune-ups on engines involving replacement of spark plugs and related electrical parts, adjustment of carburetor, and replacement of ignition wires;
- Replaces or installs radiators, fuel pumps, water pumps, starters, and other components which do not require rebuilding;
- Disassembles transmissions and assists in the repair of transmissions, differentials, and rear axle assemblies;
- Assists in replacing valves, pistons, and main bearings;
- Assists in the overhaul of engines and components by helping to disassemble, repair, and reassemble the components;
- Rebuilds flail type mowers by installing bearings;
- Repairs hand mowers;
- Installs and adjusts snow plows and snow blowers on equipment;
- Responds to emergency road calls from disabled equipment and makes minor adjustments or has vehicle towed to repair shop;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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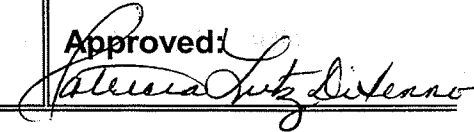
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Date 07/02/02

CLASS SPECIFICATION

Title: AUTOMOTIVE MECHANIC HELPER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of standard practices, tools, and equipment of the automotive mechanic trade; some knowledge of the principles of operation of gasoline or diesel engines and of the mechanical repair of heavy trucks and maintenance equipment; some knowledge of occupational hazards and safety precautions; skill in the use and care of hand and machine tools employed in motor repair and adjustment work; skill in adjusting defects in automotive equipment; mechanical aptitude; ability to adapt available tools and repair parts to specific repair problems; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class II County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year varied experience in automotive repair work of progressively increasing difficulty and completion of a standard trade or high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; must obtain a valid Delaware commercial driver's license Class B (CDL B) during the probationary period.

HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	04/29/74
Revised:	05/16/86
Revised:	04/10/89
Revised:	05/01/91
Revised:	01/01/96
Revised:	11/26/01
Revised:	01/01/02
Revised:	07/02/02