

Job Class Profile: Auto Mechanic**Pay Level: CG-29 Point Band: 622-675**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 5 | 2 | 5 | 6 | 3 | 3 | 3 | 2 | 6 | |
| Points | 233 | 33 | 32 | 29 | 90 | 65 | 62 | 43 | 64 | 651 |

JOB SUMMARY

The Auto Mechanic performs skilled journeyman level mechanical work in the maintenance and repair of gasoline and diesel-powered automotive and related equipment.

Key and Periodic Activities

- Performs general mechanical overhaul and repair work on automobiles, light trucks, fire trucks, pumps, and other standard and special automotive and related equipment.
- Inspects, adjusts, and replaces units and related parts including valves, pistons, main bearing assemblies, as well as cooling, fuel, and exhaust systems.
- Performs preventive maintenance on cars and trucks; checks and repairs or replaces brakes, lights, doors, steering gear, fuel pumps, carburetors, generators, and alternators.
- Repairs and overhauls 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, assembles automotive electric components such as generators, distributors, and starters.
- Repairs and rebuilds hydraulic jacks, pumps, and cylinders.
- Operates standard testing equipment and traces and repairs malfunctions.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of the appropriate legislation and regulations.
- Knowledge of Safe Work Procedures.
- Knowledge of new developments in technology.
- Knowledge of computer technology trends in the service industry, i.e. diagnostic programs and service manuals.

Formal Education and/or Certification(s):

- Minimum: Journeyman (Automotive Mechanic).

Years of Experience:

- Minimum: 3 to 4 years apprenticeship training.

Competencies:

- Ability to keep ahead of technological trends and developments.
- Ability to develop new solutions and techniques to solve problems related to new and/or different equipment.
- Diagnostic and problem solving skills.
- Ability to use computer diagnostic software.
- Ability to repair, calibrate and operate various types of equipment.
- Ability to work independently.

Interpersonal Skills

- Interpersonal/communication skills utilized include listening to supervisors to get information to diagnose problems with equipment; asking questions to obtain information about equipment; providing advice to apprenticeship students and coworkers; and working in a team environment to gain the co-operation of coworkers in order to complete work, solve problems and make decisions.
- The three most significant contacts are with the immediate supervisor (to discuss schedule of equipment repairs); coworkers (to discuss repair procedures and share information); and other staff (to determine the problem and required repairs).

EFFORT**Physical Effort**

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Physical demands required include crawling under vehicles, climbing on ladders, bending, stretching, twisting while working in confined spaces, standing or kneeling on cement floors, lifting and/or moving heavy objects such as tires, rims, brake drums, etc.
- Constantly required to lift or move objects less than 10 lbs., and regularly required to lift or move objects 10 to 25 lbs., 25 to 50 lbs., and over 50 lbs.
- Occasionally drives, however, majority of work requires constant walking and standing. Examples include working under vehicles, standing while working on equipment or standing on ladder or uneven objects to complete a task.
- Manual or physical activities include using hand tools that require accurate control and steadiness, using gross motor skills, using machinery or equipment that requires very controlled movement, using equipment that requires rapid physical movement and reflexes and maintaining physical balance. Fine finger or precision work and operating light equipment are performed on an occasional basis.

Concentration

- **Visual** concentration or alertness, **auditory** concentration or strain, other sensory concentration such as **touch** and **smell**, **eye/hand coordination**, and **alertness for the health and safety of others** are required in the maintenance and repair of gasoline and diesel-powered automotive and related equipment and when performing **repetitive** tasks such as brake inspections, brake

shoe replacements and related repairs.

- Time pressures and deadlines are experienced when ensuring equipment and machinery are in operating order. Annual vehicle inspections must also be completed within specific time frames.
- **Exact results and precision** are required when performing annual safety inspections and performing vehicle maintenance and repairs.

Complexity

- Work involves tasks and activities which are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined.
- Typical challenges include the breakdown or overhaul of various types of light diesel and gasoline powered equipment.
- References include service manuals, computer programs, scan tools, manufacturer support help lines, policies and procedures, Highway Traffic Act, Occupational Health and Safety Regulations, supervisors/managers and co-workers, however, troubleshooting and diagnosis sometimes requires analysis and development of new solutions due to the different types of equipment being serviced and advancing computer technology.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Work is performed in a structured environment and work tasks and activities are assigned by the supervisor and are highly controlled or monitored.
- Decisions can be made on how to repair the equipment, to replace/reorder parts that are in stock.
- Approval is required for large scale purchases of tools and parts and purchases of tools and parts not in stock, large financial decisions, major repairs, travel, overtime, policy changes, training, etc.
- Discretion and independence of action may be exercised to determine if parts are within specification or must be replaced, repair requirements when performing a roadside repair service and to determine if equipment is safe to operate.
- Advice, support and guidance are provided to apprenticeship students and coworkers.

Impact

- Work results can have an impact within immediate work area, within and outside department/group, within and outside organization and the general public.
- Proper diagnosis and repair of equipment contributes to the health and safety of the equipment operator and the general public.
- Mistakes or errors can significantly impact the immediate work area, general public, equipment, finances, health and safety and corporate image.
- An error on installation or repair can cause an accident or equipment breakdown and result in downtime of machinery, increase repair expenses and potentially impact transportation routes as well as the health and safety of the public and corporate image.

- Mistakes or errors tend to be identified and resolved within hours of problem identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Required to oversee and evaluate apprenticeship students as well as provide training and support to new employees that are hired.

WORKING CONDITIONS

Environmental Working Conditions

- Personal risks require safety equipment or precautions including goggles, gloves, hard hat, safety boots, ear protection, safety vest, reflective clothing, dust masks, coveralls, safety ladders, jack stands, fire extinguishers, safe work practices, etc.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses is significant while fractures, partial disability or total disability are limited given that all health and safety regulations are followed.
- Constantly exposed to dirt, dust, filth or garbage, limited lighting, odours, physical dangers or threats, and heavy machinery.
- Regularly exposed to unusual/distracting noise, glare, fumes, limited ventilation, hazardous chemicals, toxic or poisonous substances, wet or slippery surfaces, awkward or confining workspaces, temperature extremes, and sharp objects and occasionally exposed to dangerous heights, wet or slippery surfaces, electrical shocks, isolation, fire, adverse weather conditions and travel.