

Job Class Profile: **Automotive Service Repairer**

Pay Level: **CG-18** **Point Band:** **278-291**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	1	5	2	1	1	2	1	6	
Points	47	17	32	10	30	22	41	21	64	284

JOB SUMMARY

The Automotive Service Repairer performs routine servicing of automotive vehicles and heavy equipment.

Key and Periodic Activities

- Installs, balances, repairs and changes tires.
- Performs sandblasting operations to prepare vehicle or equipment for maintenance by welders, mechanics or automotive body repairers.
- Operates and maintains equipment such as a sandblaster, compressor, tire balancer and changer.
- Cleans work area.

SKILL

Knowledge

General and Specific Knowledge:

- Policies and Procedures.
- Safe Work Practices.
- Operation and maintenance of equipment such as sandblaster, compressor, tire balancer and changer.

Formal Education and/or Certification(s):

- Minimum: High School Diploma.

Years of Experience:

- Minimum: 1 to 2 years.

Competencies:

- Ability to follow basic instructions and work processes.
- Ability to apply established techniques to the completion of activities.
- Ability to repair or calibrate machinery.
- Ability to operate machinery.

Interpersonal Skills

- Interpersonal/communication skills used include listening to information from others; asking questions to get information and providing routine information and direction to others.
- The most significant contacts are with the supervisor to receive work orders; mechanics who deliver damaged tires to be repaired and with the courier service to pick-up and deliver repaired tires.

EFFORT

Physical Effort

- The demands of the job occasionally results in fatigue, requiring periods of rest.
- Lifting or pushing tires weighing 25 to 50 lbs. is performed regularly and lifting or pushing objects over 50 lbs. occurs on an occasional basis.
- Constantly stands for extended periods and work in awkward or cramped positions or utilize various body movements when changing and/or repairing tires. Sitting or walking is performed regularly and climbing on equipment is required on an occasional basis.
- Manual or physical activities include constantly 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.

Concentration

- **Visual** concentration or alertness is required when inflating tires to ensure they do not tear while being inflated and when operating equipment such as sandblasting equipment.
- **Alertness** and concentration is required when performing **repetitive** tasks such as changing tires. **Higher than normal levels of attentiveness or alertness** for the health and safety of others is required when inflating tires to ensure they don't explode.
- **Time pressures, interruptions, deadlines and lack of control over work pace** are experienced occasionally.
- **Eye/hand coordination** is required when installing and repairing tires and when sandblasting equipment to ensure that other parts of the equipment are not damaged.

Complexity

- Work involves changing or repairing tires which requires performing tasks that are similar/related in terms of the skills and knowledge required and the tasks are typically repetitive and well defined.
- A typical problem or challenge is identifying the damage to a tire and determining whether it should be repaired or replaced.
- Reference material to assist in addressing problems, challenges and issues include manufacturer specifications, policies and procedures, and advice and guidance from supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work is highly structured with direction received from supervisor and duties outlined in the form of a written work order.
- Employees have authority to determine if a tire should be repaired or replaced.
- Supervisory approval is required for the purchasing of tires or any other deviation from assigned work.

Impact

- Work results can have a positive impact within the immediate work area; department; and organization as well as on equipment; finances; health and safety and corporate image when proper procedures for inflating, repairing, balancing and installing tires are followed.
- Mistakes or errors can result in delays in vehicle repairs; health and safety issues; damage to equipment; and increased repair costs.
- Errors are typically identified and resolved within hours of problem identification as work tasks and activities are highly controlled and monitored.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Occasionally provides advice and guidance to apprenticeship students.

WORKING CONDITIONS

Environmental Working Conditions

- Due to the dangers of inhaling dust, sandblasting requires the use of a respirator, protective wear and proper ventilation. A cage should be used when inflating tires.
- The likelihood of injury or illness resulting from hazards in the job is limited.
- Exposed to unusual/distracting noise when mechanics and welders are working; dirt and dust when working with tires and performing sandblasting activities; physical danger if tires explode and heavy machinery when changing tires and moving equipment.