AUBURN
Human Resources

Automotive Mechanic I

Job Description

JOB INFORMATION

Job Code	ND42
Job Description Title	Automotive Mechanic I
Pay Grade	ST09
Range Minimum	$36,670
33rd %	$41,560
Range Midpoint	$44,010
67th %	$46,450
Range Maximum	$51,340
Exemption Status	Non-Exempt
Approved Date:	10/29/2026 3:58:06 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Under direct supervision, assists in performing mechanical services and repairs on university vehicles and equipment.

RESPONSIBILITIES

- Checks vehicle engine fluids and changes and/or services them as needed.
- Serves as delivery driver including the pick-up and drop-off of vehicles and parts.
- Inspects vehicle tires and changes and/or repairs them as needed.
- Details university vehicles to include washing, waxing, vacuuming, and glass cleaning.
- Conducts road tests for all repaired vehicles, ensuring fleet serviceability.
- Performs routine maintenance on lawn care equipment, heavy equipment, and farm tractors and implements.
- Performs preventive maintenance inspections and basic diagnostic checks on University vehicles and equipment.
- May perform maintenance and repairs on small engines, including, but not limited to, weed eaters, lawnmowers, and leaf blowers.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High school diploma or equivalent	and	1 year of	Experience in automotive mechanical repair, body repair, detailing, and/or golf cart maintenance.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic principles and practices related to automotive repair work.	
Ability to use basic hand tools.	
Ability to safely use tools and other equipment commonly used in automotive and small engine maintenance.	
Customer service skills.	
Knowledge of Federal Regulations (ADEM) for fluid disposal (oil, antifreeze, refrigerant, etc.) and University procedures for proper handling, storage, recycling, and disposal of automotive fluids, batteries, refrigerants, and related materials.	
Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	
	ASE Auto Maintenance and Light Repair Certification Test or equivalent.	within 180 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		50-100lbs
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking			X			
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.