AUBURN
Human Resources

Automotive Mechanic II

Job Description

JOB INFORMATION

Job Code	ND43
Job Description Title	Automotive Mechanic II
Pay Grade	ST12
Range Minimum	$43,740
33rd %	$51,030
Range Midpoint	$54,670
67th %	$58,320
Range Maximum	$65,610
Exemption Status	Non-Exempt
Approved Date:	10/29/2026 3:58:29 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Under general supervision, performs a variety of intermediate mechanical services and repairs on university vehicles and equipment.

RESPONSIBILITIES

- Provides maintenance services, diagnostics, and component repairs and replacements on university vehicles including, but not limited to, brakes; suspensions; hoses; alternators; and electrical, ignition, and exhaust systems.
- Performs scheduled preventive maintenance, inspections, and service checks on University vehicles and equipment.
- Performs maintenance and repairs on small engines including, but not limited to, weed eaters, lawnmowers, and leaf blowers.
- Provides maintenance and repairs to slow moving vehicles (SMV) such as golf carts, UTV’s, and electric carts.
- Performs repairs on heavy mechanical equipment including, but not limited to, dump trucks and personnel lifts.
- Responsible for responding to campus-wide emergency service calls.
- May weld and fabricate parts including, but not limited to, brackets, braces, and shields to support automotive repair work.
- Responsible for meeting and maintaining all training and certification requirements as outlined by the department's training and credentialing requirements.
- Training, education, and certification requirements for career progression within this job family are governed by the Auburn University Facilities Management Policy: Training, Education, and Certification Requirements for Trades Personnel.
- 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	3 years of	Experience in automotive repair techniques 2 years at the previous level or equivalent.	

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

Firm knowledge of the concepts, components, and repair techniques related to automotive vehicles including standard road vehicles, slow moving vehicles, and heavy equipment.	
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 diagnose, troubleshoot, and resolve vehicle issues.	
Intermediate mechanic skills including ability to apply some advanced skills to adapt and meet some complex or non-routine situations.	
Customer service skills.	
Ability to safely use tools and other equipment commonly used in automotive and small engine maintenance.	
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	And
	Two ASE Auto Maintenance and Light Repair Certifications (A1-A8) or equivalent.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.