

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Automotive Mechanic	SALARY GRADE:	WS-6
DATE REVISED:	December 1, 2014	EEO CODE:	03
JOB CODE:	3003	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Maintain repairs and services to vehicles.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: The incumbent will be exposed to every level of the University community and on occasion consults with outside vendors/contractors.

PRINCIPAL ACCOUNTABILITIES:

Examines vehicle and equipment for electrical and mechanical malfunctions.

Tests electrical pressure, hydrostatic and diagnostic system, Diagnoses engines transmissions, clutches, power takeoff units, compactors and electrical problems.

Repairs or replaces parts, components/systems in car, truck and gasoline engine driven and diesel engine driven equipment.

Road tests vehicle equipment to determine problem and corrective action.

Operates electronic engine analyzer to pinpoint system deficiencies and effect repair.

Operates emissions test equipment to correct Carbon Monoxide/Hydrocarbon (CO/HO). Disassembles/assembles engine, transmission, transfer case, power takeoff unit, differential axle and other subassemblies. Performs major/minor tune ups. Overhauls transmissions and differentials.

Rebuilds electrical, hydraulic, pneumatic, fuel and cooling systems.

CORE COMPETENCIES:

Ability to inspect, diagnose and repair general/special purpose vehicles and materials handling equipment.

Competence in both written and oral English.

Ability to establish and maintain effective and harmonious relationships with staff, students, faculty, University Officials, and the general public.

Ability to operate and repair diesel engine auxiliary generators.

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MINIMUM REQUIREMENTS: High School Diploma, GED and 1-2 years of work experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management