**Mechanic II Standard Job Description**

**Classification Title:** Mechanic II

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay:** $25.00

**Job Description Summary:**

The Mechanic II, under general supervision, is responsible for maintaining and repairing gasoline-engine vehicles and equipment.

**Essential Duties and Tasks:**

**40% Diagnostics/ Repair**

* Performs skilled tasks in the general maintenance and repair of automotive equipment including servicing, adjusting and repair of gasoline and diesel engines and all vehicle components.
* Replaces parts (ex. exhaust systems, batteries, belts, hoses, etc).
* Repairs and replaces tires.

**15% Preventative Maintenance**

* Performs preventative maintenance inspections.
* Completes and updates manual and computerized service order.

**10% Administration**

* Assures shop area is kept clean and without clutter at all times.
* Uses computer to obtain vehicle repair information and administer fleet wide maintenance program, including notification to appropriate leaders upon neglect or failure to maintain vehicle.

**10% Driving**

* Assist by driving a DOT regulated vehicle in test driving, recovery of disabled vehicles, delivery of vehicles, etc.

**5% Departmental Objectives/ Customer Service**

* Transportation Services is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all.
* Employees are responsible for the following: representing the department to internal and external customers; maintaining 100% on time compliance with all university required training for all employees; approving time worked and requesting appropriate leave in a timely manner; reading and responding to e-mail; reviewing/reading information listed on the department intranet; performing assigned tasks in a safe manner and utilizing personal protective items/equipment as appropriate or instructed by supervisor or department; reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies.
* Persons in this position will be required to drive state vehicle to travel to various parts of campus and are considered essential when the University declares an emergency, campus closure, class cancellations, etc.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Two years of experience in vehicle maintenance repair or completion of an automotive or diesel trade school.

**Required Licenses and Certifications:**

* Valid vehicle operator’s license and good driving record. Must be able to obtain State of Texas class “B” vehicle operator’s license (Commercial Driver’s License with passenger endorsement and air brakes endorsement) within 45 days of employment. Must be able to obtain Texas State Inspections license within 60 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to troubleshoot and diagnose vehicle and equipment problems.
* Ability to utilize maintenance software, shop tools and equipment.

**Machines and Equipment:**

* Electric, Hand, and Pneumatic shop tools
* Electronic diagnostic and test equipment
* Dial gauges
* Tire machine

**Physical Requirements:**

* Ability to move and lift heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**