Automotive Mechanic Assistant

Job Code 00007030

General Description
Responsible for assisting in the completion of basic vehicle maintenance and repair.

Example of Duties
Clean and service lease vehicles.
Perform tune ups, lube jobs, brake checks, and oil changes.
Assist mechanics with preventative maintenance.
Respond to service calls.
Tow or drive vehicles to shop for repair.
Change flat tires.
Pick up auto parts from local vendors.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Auto mechanic tools and equipment; vehicle repair techniques; basic math.
Skill in: Effectively communicating with others.
Ability to: Read repair manuals and instruction sheets; clean, maintain, and repair vehicles.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/18/2012