



## ***JOB DESCRIPTION***

### ***TITLE***

Lead Automotive Mechanic

### ***JOB SUMMARY***

Performs skilled work in the diagnosis, mechanical maintenance and repair of automobiles, trucks, tractors, utility and motorized vehicles and other internal combustion and related equipment. Performs administrative duties including the ordering, reconciliation and stocking of inventory. Performs duties in the safe operation of a motor vehicle and the transportation of individuals. Performs emissions and State Inspections for fleet. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Supervisor, Automotive Services

*Supervises:* No supervisory responsibilities but may oversee projects and offer guidance to other Automotive Services staff with lesser experience.

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Removes and repairs units such as engines, transmissions, or differentials using wrenches and hoists.
- Disassembles units and inspects parts for wear.
- Repairs internal combustion engines, minor vehicle body damage, motorized carts, utility vehicles and all grounds and related equipment.
- Rebuilds parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses, and welding equipment.
- Rebuild, replace or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
- Realigns and adjusts brakes and replaces shock absorbers.
- Rewires ignition systems, lights, and instrument panel.

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- Drives university buses, trucks, vans and cars as required for performance of assigned tasks.
- Performs safety training for University Authorized Driving program and issuance of authorization as needed.
- Operates mechanical or hydraulic controls in the operation of the vehicle.
- Checks and maintains all fluid levels of vehicle.
- Obeys all city, state, and federal driving regulations.
- Performs scheduled preventive maintenance of vehicles, golf carts and grounds equipment.
- Observes prescribed work and safety rules.

### **ADDITIONAL DUTIES**

- Assists with the maintenance of University vehicle records.
- May check, perform testing on, or repair electrical and cooling systems, install heaters, and similar accessories.
- May assist with vehicle and/or driver scheduling, confirmation, and client communications.
- Secures bids on specialized shop work such as body repairing, painting, and upholstering.
- Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required.

### **EXPERIENCE**

Five years automotive mechanic experience. Supervisory experience a plus. Certification as a licensed State Inspector and/or CFC (Refrigerant) certification preferred. Job-related vocational training or other education may substitute on a year-for-year basis for the required experience. Two years commercial driving experience is preferred.

### **REQUIREMENTS**

Must have Class B CDL license issued by the state of Texas. Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Ability to successfully operate emergency equipment and exit passages.
- Advanced knowledge of diesel and fuel engine maintenance and repair.
- Ability to operate the controls of the vehicle.
- Knowledge of modern automotive mechanical maintenance and repair methods and practices.
- Ability to read and perform written and mathematical functions.
- Computer/data entry skills for management of software for automotive maintenance program and parts inventory control.
- Skill in diagnosing equipment malfunctions and correcting the problem.
- Ability to effectively deal with the public.
- Ability to effectively communicate orally, both in person and by telephone.
- Skill in the use of lifts, welders, grinders, presses, diagnostic equipment, volt meter, battery tester, compression unit, drills, wrenches, screwdriver and related tools of the trade.
- Ability to use a personal computer and other office equipment, including related university software and email.
- Ability to respond to emergency situations in a timely manner.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability occasionally lift and/or move up to 50+ pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel. Work is performed in an auto shop environment. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust and chemical hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces.

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## **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***