

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: HEAD AUTOMOTIVE MECHANIC

TITLE #: 1330

DISTINGUISHING FEATURES OF THE CLASS: This is skilled automotive repair work involving the responsibility for supervising and participating in the repair of school buses or municipal vehicles. Employees in this class are responsible for personally performing the more difficult jobs that require a high degree of skill. Work is performed under the general supervision of a designated supervisor with wide leeway allowed for independent judgement in assigning tasks and making job decisions. General supervision is exercised over the work of Automotive Mechanics and other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Exercises general supervision over an automotive garage;

Directs the dismantling of units and advises mechanics on parts to be repaired or replaced;

Inspects work in progress to see that repairs and replacements are properly made and that units are satisfactorily assembled;

Makes shop and road tests of equipment repaired before returning it to service;

Advises and instructs mechanics and personally performs highly skilled work on motors and accessories;

Does incidental spray painting;

Requisitions repair parts, tools and supplies as required;

Maintains a variety of records and reports covering the work of an automotive garage;

When assigned to a school district:

May supervise bus drivers and assign vehicles

May assist in the selection and training of new drivers;

May lay out, plan and assign bus routes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trades; thorough knowledge of the operating principles and mechanics of internal combustion engines; considerable knowledge of the occupational hazards and safety precautions of the trade; ability to make estimates of time and materials needed for automotive repair work; ability to plan, assign, supervise and inspect the work of automotive mechanics; ability to establish and maintain effective working relationships with other employees; ability to determine whether replacement of parts or equipment is more economical than making the indicated repairs; skill in locating and correcting defects in automotive equipment; skill in the care and use of the standard tools and equipment of the trade and in the operations of the machines and equipment used in testing, repairing and adjusting motors and parts; physical condition commensurate with the demands of the position.

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CLASS TITLE: HEAD AUTOMOTIVE MECHANIC (continued)

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MINIMUM QUALIFICATIONS: Four (4) years experience involving automotive repair or automotive maintenance.

NOTE: Completion of a training program in automotive mechanics may be substituted for up to two (2) years of required experience on a year for year basis.

NOTE: May be required to possess and maintain a valid Driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASSIFICATION: Non-competitive

REVISED: 02/9/24