

Sul Ross State University
Position Description

Official Title: Vehicle Mechanic

Salary Group: 6

Job Code: 6542

Summary

Function: Service and repair all University vehicles. Performs arc and gas welding.

Scope:

Duties

Essential: Performs service and repair on all university vehicles including automobiles, trucks, heavy equipment, small engines, and perform other related tasks as assigned; safely operates automotive related power equipment; able to troubleshoot and run diagnostics equipment; maintain records of vehicle service dates and repairs; identifies malfunctioning or inoperative equipment, removes from service and completes repairs; maintain records of fuel and lubricant consumption of all service vehicles. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Performs additional job related duties and responsibilities as requested.

Supervision

Received: Work assignments from supervisor.

Education

Required: High school graduate or equivalent.

Preferred: Vocational training desired.

Experience

Required: Two years experience as a mechanic. Considerable knowledge of tools, equipment, automobiles, and materials used in mechanics shop. Methods and practices of the welding and mechanical maintenance trade. Knowledge of the hazard and safety precautions of the trade.

Preferred: Welding experience.

Equipment/Skills

Required: Operate a forklift; diagnostics abilities; organize effectively with an understanding of organizational policies and activities.

Preferred:

Working Conditions

Usual: University wide; position is Security Sensitive. After hours "on call" availability required.

Other

Current driver's license and driving record acceptable to the university must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May 28, 2002