UNIVERSITY OF SOUTHERN CALIFORNIA

Maintenance Mechanic

Job Code: 179659

Grade: G
OT Eligible: Yes
Comp Approval: 7/1/2002

JOB SUMMARY:
Performs maintenance and repair services on gasoline and diesel powered vehicles. Examines vehicles, diagnosis the source of trouble, and determines extent of repairs required. Plans and schedules preventative maintenance and inspections. Maintains computerized and manual maintenance records.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**TIME

Performs maintenance and repair services on gasoline and diesel powered vehicles. Repairs, rebuilds, or overhauls major assemblies of gasoline and diesel powered vehicles. Performs repairs on drive trains, suspension and steering systems, electrical/electronic systems, heating and air conditioning systems. Repairs may include grinding and adjusting valves; rebuilding carburetors; overhauling or replacing blowers, generators, distributors, starters, and pumps; and repairing fuel injection, lighting, and ignition systems. Replaces worn or broken parts such as piston rings, bearings, or other engine parts. Replaces and adjusts headlights, and installs and repairs accessories, such as radios, heaters, mirrors, and windshield wipers. Performs performance testing and repairs.

Examines gasoline and diesel powered vehicles and diagnosis the source of trouble. Determines nature and extent of damage or malfunction and repairs required.

Plans work procedure, using charts, technical manuals, and experience.

Plans and schedules preventative maintenance services and inspections.

Maintains computerized and manual maintenance records on a regular basis. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:

Essential: Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Associate's degree
Specialized/technical training

Minimum Experience:
8 years

Minimum Field of Expertise:
Associates Degree in Automotive Technology or completion of a two year college level trade school. Journeyman level automotive technician. Experience on automotive and medium/heavy trucks. Possesses ASE Certifications in the following areas: Engine Repair, Automatic Transmission/Transaxle, Electrical/Electronic systems, Heating and Air Conditioning, Engine Repair, Diesel and Gas, Suspension and Steering, Brakes, Engine Performance, Preventive Maintenance Inspection (PMI), and Drive Train. Extensive training and experience may be substituted for the ASE Certifications, if certifications are obtained in a reasonable time.

Preferred Field of Expertise:
Extensive verifiable experience reconditioning vehicles. Basic computing skills including use of spreadsheets. Experience in performing vehicle safety inspections in accordance with federal and state guidelines.

Comments:
Incumbent needs to provide an appropriate set of mechanic tools and equipment. Works under minimal supervision.

SIGNATURES:
Employee: _______________________________ Date: _______________________________
Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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