

SECTION 1. POSITION INFORMATION

a. Class No./Title: 4411 - Auto Mechanic 2	b. Competency Level:
c. Effective Date 1/13/2014	d. Position No: H99930
e. Working Title: Auto Mechanic 2	f. Work Unit: Facilities Services
g. Agency No.: 58018	h. Agency Name: Oregon Institute of Technology
i. Employee:	Supervisor: Eric Rulofson
j. Work Location: Klamath Falls - Facilities Services	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	Eligible for Overtime: Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

Facilities Services is responsible for the operation, maintenance, repair, and constuction of the OIT Campus. The department supports the education of appoximately 3,000 students and the activites of 800 faculty and staff. The Facilities Services department employs 36 full time workers and student laborers. Facilities Services is the organization responsible for planning, construction, renovating, and maintaining college buildings and grounds. It operates the mechanical and electrical systems in such a manner as to support the university's teaching and community service goals while minimizing consumption of natural resources; and providing other services to the college which ensure a clean, safe, and healthy environment with effective use of economic, natural, and human resources.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

OIT Facilities Services has on average, over 45 pieces of equipment that require periodic maintenance,service and repair. Because of the age of the vehicles and machinery in service, on site repair facilities and personnel are critical. This position is responsible for maintaining and repairing the Facilities Services maintenance vehicles, grounds equipment, emergency generators, support vehicles and small engine equipment. This position must be skilled in working on gas, diesel and propane fuel systems as well as electric powered vehicles. This position provides ASE certified auto mechanic services, coordination of outside repair services and vehicle shuttle services at times. Computer proficiency is required to maintain vehicle maintenance records, service schedules, inventory and OUS/DAS reporting requirements..

SECTION 3. DUTIES

a. Major Duties

Repairs (30%)

Perform major and minor repairs on site as needed, including all repairs not requiring specialized equipment.

Maintenance (10%)

Perform periodic maintenance, changes lubricants and filters. Regularly check all fluid levels and refill as needed.

Tire Maintenance/Repair (10%)

Change tires and send out flats for repair. Monitor treadlife, tire usage and make adjustments depending on circumstances. Recommends specifications for proper tire replacement.

Electrical Maintenance/Repair (10%)

Replace lights and fuses and diagnose and repair electrical problems.

Shop Maintenance (10%)

Clean shop, manage tire inventory and consumable inventory. Perform other mechanical repair work as requested.

Record Keeping (10%)

Maintain vehicle maintenance records, inventory, service schedules, cost accounting and time expenditure through an electronic data base.

Other Repairs (10%)

Diagnose and repair other motor driven equipment used by Facilities Services such as mowers and 2 cycle powered equipment.

b. Marginal Duties

Fuel Control (5%)

Fuel vehicles and maintain the fueling equipment area, monitor fuel consumption and request refills.

Safety Checks (5%)

Perform Safety checks and road test vehicles.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Must be able to work under vehicles and using arms/hands above head. Some exposure to gasoline and solvents.

May work in inclement weather

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Documents vehicle usage and repair schedules for EPA, DEQ, and OSHA records. Uses auto manufacturer's repair manuals and parts installation instructions as a guide in meeting State and Federal requirements and to maintain safe operating vehicles.

b. How are these guidelines used to perform the job?

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
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SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Decisions will be related to maintaining vehicles,machinery, recommending vehicle & equipment purchases and other decisions an auto mechanic must make; parts replacement, substitution for replacement parts, how to diagnose and repair a problem.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work is reviewed by Facilities Services Director periodically or when complaints are received.

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position: