



## MAINE TURNPIKE AUTHORITY Job Description

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**Job Title:** Automotive Mechanic III  
**Department:** Equipment Maintenance  
**Reports To:** Equipment Maintenance Foreman  
**FLSA Status:** Non-Exempt/Employee Unit

### **Summary**

This is skilled work journeyman level in the maintenance and repair of all types of automotive and maintenance equipment.

Employees in this class perform skilled tasks in the mechanical repair, maintenance of automobiles, trucks, tractors, power shovels, snow plows, motor graders, rollers and other standard and specialized Automotive Equipment in a shop, garage or at the scene of a breakdown. Employees work under general supervision, using independent judgment as to method of repair after receiving oral instructions or written work orders as to the nature of the work to be performed.

### **Essential Duties and Responsibilities**

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks, which may be found in positions of this class.)

- Services automotive equipment with oil, grease, fuels, tire repair and changes, cleans equipment components and assists in making repairs and the performance of preventive maintenance.
- Does general overhaul and repair work on automobiles, light and heavy trucks, gasoline and diesel engines, tractors, power shovels, graders and snowplows.
- Performs such tasks as grinding valves and setting tappets, replacing or repairing main connecting rod bearings, inspecting and repairing transmissions, universal joints and differentials, relining and adjusting brakes, balancing and aligning wheels.
- Performs diagnostics using scan-tool to evaluate and correct default codes in automotive, light and heavy duty vehicles.
- Uses windows-based operating system to diagnose and correct default codes in automotive, light and heavy duty vehicles.
- Performs oxy-acetylene, mig and electric welding or blacksmithing working with various metals.
- Preparation, construction and painting of fabricated materials and equipment.
- Repairs and adjusts lights, carburetors, armatures, generators and starters.
- Accumulates hazardous waste generated from the maintenance and repair of MTA fleet vehicles and equipment in designated hazardous waste satellite accumulation areas; complies with MTA hazardous waste management guidance.
- Performs related work as required.

### **Required Knowledge, Skills and Abilities**

- Considerable knowledge of the principles, methods, materials and tools of the automotive repair and maintenance trade.
- Experience and knowledge in the applications and use of tools and equipment in the automotive service and repair trade.
- Working knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair on automotive and maintenance equipment.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Skill in the use and care of tools employed in motor repair and adjustment.
- Skill in locating and adjusting defects in motor equipment.
- Ability to understand and carry out oral and written instructions.
- Assists other trades people in the performance of their various duties.
- Must possess a set of basic tools routinely used in the automotive, heavy truck and heavy equipment trade.
- Basic skills in the use of a desktop or laptop personal computer used in the diagnostics of equipment.
- Must be a team player.
- **Must live within 30 minutes driving time to assigned workplace.**
- Must be trained, or have the ability to be trained (as a competent person), in hazardous waste management within 6 months of taking this classification and receive annual refresher training.

### **Education and/or Experience**

Must possess a high school diploma or General Education Degree (GED).

Two (2) years experience as a journeyman automotive mechanic, preferably on heavy equipment, or completion of an apprenticeship in this trade.

Previous environmental training to include basic hazardous waste management.

### **Certificates, Licenses and Registrations**

Must possess a valid State of Maine Class A or B CDL driver's license.

Must possess a valid State of Maine Class A and D inspection license.

Must possess a valid State of Maine Class E inspection license or obtain such license prior to the end of 6-month probationary period. An extension of the 6-month time period may be granted for an additional 6 months if the employee is able to show progress in attaining the required license(s) and the next testing date is beyond the 6-month period.

### **Special Requirements**

Protective footwear such as heavy leather boots with minimum of (6) six inches in height that meets the ANSI-Z 41 standard, shall be worn by an employee in this job classification. Shoes, sneakers, or any other type of footwear are not acceptable.

Must pass a Pulmonary Function Test and be medically approved to wear a respirator.

Must be clean shaven at all times for proper fitting of a respirator should the need arise for use of a respirator.

### **Language Skills**

Ability to read and effectively interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively and deal effectively with MTA staff and management.

### **Mathematical Skills**

Ability to perform basic mathematical functions.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to adapt to specific needs as they arise to avoid problems and unnecessary delays.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear. The employee could occasionally lift and/or move up to 75 pounds. The employee is "sometimes" or "often" required to drive an Authority vehicle. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **Pay Range**

Range 13, Employee's Unit

### **Working Hours**

As assigned.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, vehicular traffic, fumes or airborne particles, outside weather conditions and vibration. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is often loud.