



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Automotive Mechanic II	<b>Job Family:</b>	Facilities / Construction
<b>Type:</b>	Non-Exempt	<b>Job Code:</b>	15357
<b>Department:</b>	Facilities Operations and Maintenance	<b>Salary Grade:</b>	58
<b>Reports to:</b>	Vehicle Maintenance Supervisor	<b>Created/Revised:</b>	7/8/2022
<b>Work Modality:</b>	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at [compensation@utsa.edu](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

To provide skills in the maintenance and repair of vehicles and equipment. Serves as back up to the Vehicle Maintenance Supervisor. Responsible for performing mechanical work in the maintenance and repair of automobiles, trucks, tractors, bulldozers, golf carts, lawn equipment and related equipment.

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### Core Responsibilities

Typical:

1. Performs maintenance and repairs on automobiles, trucks, trailers, grounds equipment, and golf carts
2. Drives vehicles to and from different areas within the University campuses as well as vendors off campus
3. Performs overhauls of vehicle sub-components
4. Performs diagnostics and troubleshooting of vehicles and equipment
5. Orders parts and materials as required
6. Provides guidance and training to automotive shop personnel
7. Processes automotive shop work orders through the TMA work order system
8. Maintain a clean, organized, and safe work environment
9. Performs other duties as assigned

Periodic:

1. Attend monthly safety meetings for the Auto shop.
2. Attend all safety/maintenance training as required.
3. Provide training and guidance to employees in the level I role.

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### Minimum Requirements

**Education/Certifications**

- High school diploma or GED.

**Preferred Education/Certifications**

- Vocational training in automotive repair.

**Experience**

- National Institute for Automotive Service Excellence (ASE) certification or other equivalent nationally recognized certification in one area of automotive/truck repair.
  - Valid Texas Driver's License and approval rating from the University Police Department.
  - Criminal Background Check (CBC).
  - Three years of experience as an automotive, truck or equipment mechanic
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**Knowledge Skills & Abilities**

- Demonstrated independent decision-making and problem solving ability
  - Excellent verbal and written communication skills
  - Proficient in Microsoft Office Suite
  - Tools and equipment used in automotive and truck repair.
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**Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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**Working Conditions****Working Environment:**

- Usual automotive repair shop conditions.
- Exposure to mechanical hazards typical in automotive repair shops

**Physical Demands:**

- Physical ability to sit, walk, kneel, bend, crawl and climb