



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Automotive Mechanic I	<b>Job Family:</b>	Facilities / Construction
<b>Type:</b>	Non-Exempt	<b>Job Code:</b>	15358
<b>Department:</b>	Facilities Operations and Maintenance	<b>Salary Grade:</b>	57
<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 basic skills in the maintenance and repair of automotive and maintenance equipment. Responsible for performing general 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. Diagnoses vehicle and equipment trouble.
2. Prepares vehicles for state inspection.
3. Performs scheduled vehicle preventive maintenance work, to include oil changes, tires, drive belts, and filters.
4. Processes automotive shop work orders through the TMA work order system.
5. Drives vehicles to and from different areas within the University campuses as well as vendors off campus.
6. Maintain a clean, organized, and safe work environment.
7. Performs other duties as assigned.

Periodic:

1. Attend monthly safety meetings for the Auto shop
2. Attend all safety/maintenance training as required

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### Minimum Requirements

#### Education/Certifications

- High school diploma or GED.

#### Preferred Education/Certifications

- Vocational training in automotive repair.

**Experience**

- One year professional experience in basic automotive maintenance repair.
- Valid Texas Driver's License and approval rating from the University Police Department.
- Criminal Background Check (CBC).

**Preferred Experience**

- ASE Certification.
- Four years of similar experience.

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**Knowledge Skills & Abilities**

- Demonstrated independent decision-making and problem solving ability
- Excellent verbal and written communication skills
- Ability to operate machines and equipment used in the automotive mechanic trade.

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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