Mechanic Assistant

JOB PURPOSE:
Performs comprehensive auto safety checks, routine maintenance and basic automotive repairs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Performs comprehensive eighty point safety check on fleet vehicles.
Performs routine maintenance tasks including replacing filters and fluids, lubricating chassis and other fittings, rotating/balancing tires and replacing tires as needed.
Performs basic automotive diagnosis and repairs on component areas such as brake systems, mufflers and exhaust systems, etc.
Assists other mechanics with more complex repairs and physically demanding tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of automotive preventative maintenance techniques.
Knowledge of use and care of mechanic’s hand tools.
Ability to understand and follow verbal and written instructions.
Ability to grasp concepts of automotive mechanics.
Ability to perform tasks requiring heavy physical effort occasionally in inclement weather.
Basic knowledge of computers and spreadsheets.
Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:
Education: High school diploma or GED.
Experience: One year experience in the field of automotive service and repair.
Certification/Licenses: Valid CDL license and ability to be insured by Indiana University; one (1) ASE certification.

PHYSICAL REQUIREMENTS:
Driving, sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling.
twisting/bending, sifting /carrying up to 50 lbs multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.