JOB PURPOSE:
Maintains fleet of vehicles to include automobiles, trucks and various other types of powered equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Performs repairs and maintenance procedures; diagnose, test, adjust, and repair mechanical systems of gas, diesel and hybrid vehicles.

Examines, test drives and troubleshoots electrical and mechanical problems using standard testing procedures and computer diagnostic equipment.

Performs repairs and replaces defective parts.

Performs routine and scheduled maintenance services according to manufacturer’s specifications.

Maintains inventory and restocks parts. May respond to road calls.

Maintains records of repairs and preventative maintenance.

May perform other general garage duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to understand and follow verbal and written instructions.

Ability to troubleshoot and repair problems of general and advanced nature.

Ability to perform tasks requiring heavy physical effort occasionally in inclement weather.

Knowledge of tools, equipment, materials, methods, and practices of engine repair, mechanical and electrical systems and maintenance.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:
Education: High school diploma or GED.

Experience: Three years experience in automotive repair.

Certifications/Licenses: Valid driver’s license and ability to be insured by Indiana University; valid CDL may be required for some positions.
**PHYSICAL REQUIREMENTS:**

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.