



Career Service Authority
Vocational Mechanic Trainee

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level trainee work assisting a mechanic while receiving vocational training in automotive, or diesel mechanics.

DISTINGUISHING CHARACTERISTICS

The training period for this class is one (1) year.

This class is a training class where incumbents are typically reallocated into a mechanic class upon completion of the training period.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public, or employees where factual information relative to the organization or its functions is received, relayed, or renders services in accordance with the established procedures and/or guidelines.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Trains in and performs work procedures related to the assignment and participates in vocational training offered by the employing agency.

Assists mechanics in the maintenance and repair of automotive and diesel equipment, including hydraulics, cooling, electrical, and other systems.

Acquires parts, tools and other equipment needed by the mechanic to complete a job.

Trains in and observes safety procedure and rules.

Performs increasingly more responsible work as the employee gains experience and independently performs assigned duties.

Learns to identify, use and maintain tools and equipment used in automatic or diesel mechanics.

Trains in simple recordkeeping, report writing and forms completion.

Pursues training through community organizations and educational institutions, as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Vehicle Maintenance – Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.

Engineering and Technology – Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.

Industrial Equipment Operation – Knowledge of principles and methods for operating industrial equipment.

Mechanical – Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Electronics – Knowledge of electronic theory, circuits, components, and material properties (excluding computers).

Metal Processing and Metalworking – Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Spatial Orientation – Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).

Physical Demands:

Standing: Remaining on one's feet in an upright position.

Walking: Moving about on foot.

Lifting: Raising or lowering an object from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Pushing: Exerting force upon an object so that the object is away.

Pulling: Exerting force on an object so that it is moving to the person.

Climbing: Ascending or descending objects usually with hands/feet.

Balancing: Maintaining body equilibrium to prevent falling over.

Stooping: Bending the body by bending spine at the waist.

Kneeling: Bending legs to come to rest on one or both knees.

Crouching: Bending body downward and forward by bending legs.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending the hand(s) and arm(s) in any direction.

Handling: Seizing, holding, grasping, or otherwise working with hands.

Fingering: Picking, pinching, or otherwise working with fingers.

Feeling: Perceiving attributes of objects by means of skin receptors.

Talking: Expressing or exchanging ideas by means of spoken words.

Hearing: Perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Lifting: Raising or lowering an object over 50 pounds.
Far acuity: Ability to see clearly at 20 feet or more.
Near acuity: Ability to see clearly at 20 inches or less.
Depth Perception: Ability to judge distance and space relationships.
Field of Vision: Ability to see peripherally.
Accommodation: Ability to adjust vision to bring objects into focus.
Color Vision: Ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: Variations in temperature from hot to cold.
Wet: Frequent contact with water or other liquid.
Exposed to variety of electro mechanical hazards.
Exposed to hazards from electro/mechanical/power equipment.
Exposed to toxic chemicals.
Exposed to unpleasant elements (accidents, injuries, and illness).
Subject to hazards of flammable or explosive gases.
Subject to injury from moving parts of equipment.

Education Requirement:

Current enrollment and in good standing in an automotive and/or diesel school.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be at least 16 years of age at the time of application.

By position, requires a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/12/2009

REVISED BY: John Hoffman

CLASS HISTORY 7/2009 - This class was revised, updated, and placed into the new class specification format.