

# Newport News Public Schools

## Job Description

**Job Title:** Automotive Mechanic I  
**Position Code:** 5N17  
**Job Classification:** Non-Exempt

**Supervisor:** Automotive Mechanic III  
**Pay Grade:** 24  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for servicing and repairing automobiles, buses, trucks and other motorized equipment to include preventive maintenance and component repair or overhaul.

### Essential Duties

1. Services and repairs automobiles, buses, trucks and other motorized equipment to include servicing, preventive maintenance, and component repair or overhaul.
2. Performs road test on vehicles after repair.
3. Performs basic diagnostic testing as necessary.
4. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Automotive Mechanic III or appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school, trade or vocational school course(s); or any equivalent combination of experience and training. Considerable experience in repairing automotive, medium truck, or school bus equipment in a general garage or automotive service station. Considerable knowledge of standard practices and equipment of the automotive mechanic trade; knowledge of the principles of operation of gasoline and diesel engines and of mechanical repairs on buses and vehicles. Thorough knowledge of air brake systems, suspension and steering and electrical/electronic systems. Valid Virginia Commercial Driver's License (CDL). ASE certification and State Vehicle Inspector's certification desired, but not mandatory.

### Working Conditions and Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

### Work Environment

Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Automotive Mechanic III

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Mechanic I will be required to follow any other instructions and to perform any other related duties as assigned by the Automotive Mechanic III or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date