

Job Description

Job Title: Automotive Mechanic I
Position Code:
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. Perform standby duty for a week on a rotating schedule.
5. Performs legible documentation of repairs on work orders.
6. Performs vehicle refueling and routine service.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

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. Knowledge of air brake systems, suspension and steering and electrical/electronic systems. Valid Virginia Commercial Driver's License (CDL with P and S endorsement). ASE certification and State Vehicle Inspector's certification desired, but not mandatory. Must possess a sufficient amount of everyday hand tools applicable to medium duty trucks and automobiles.

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 Automotive 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

Revised 03/2023 CR

Updated 3/2026