



Auxiliary Services Job Family: **Vehicle Mechanic Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Vehicle Mechanic I INDIVIDUAL CONTRIBUTOR	Vehicle Mechanic II INDIVIDUAL CONTRIBUTOR	Vehicle Mechanic III INDIVIDUAL CONTRIBUTOR
	Perform/be able to perform most or all of the duties and responsibilities of the Vehicle Mechanic I level.	Perform/be able to perform most or all of the duties and responsibilities of the Vehicle Mechanic II level.
Evaluate, diagnose, and perform maintenance and repairs of work requests including all preventive maintenance (i.e. fleet vehicles, department vehicles, tractors and farm equipment, generators, and man lifts). Perform New York State vehicle inspections.	Schedule and perform necessary vehicle repairs and preventive maintenance programs (i.e. fleet vehicles, department vehicles, tractors and farm equipment, generators, and man lifts). Perform New York State vehicle inspections.	Supervise and schedule necessary vehicle repairs and preventive maintenance programs and annual inspections. Maintain vehicle warranty information.
Perform metal fabrication, welding and automobile body work.	Perform metal fabrication, welding and automobile body work; assist with repair estimates.	Appraise conditions of vehicles; prepare and/or obtain repair estimates, recommend and create specifications for purchase of new vehicles.
Perform snow/ice removal on campus roads and parking lots.	Evaluate and perform snow/ice removal on campus roads and parking lots.	Evaluate campus road conditions; supervise and perform snow/ice removal; advise station of inclement weather and may recommend station operation status.
		Supervise garage personnel; coordinate work schedules, provide performance feedback input and partner with Director on performance dialogue.
Perform proper handling of chemicals.	Perform proper handling of chemicals.	Ensure proper handling of chemicals, operate waste oil/antifreeze collection and recycling program.

Vehicle Mechanic I INDIVIDUAL CONTRIBUTOR	Vehicle Mechanic II INDIVIDUAL CONTRIBUTOR	Vehicle Mechanic III INDIVIDUAL CONTRIBUTOR
	Coordinate maintenance with other shops and department.	Collaborate and partner with Ithaca Fleet Services.
	Procure all necessary parts and materials; maintain inventory records.	Order and/or procure all necessary parts; monitor maintenance of inventory records.
		Monitor purchasing and budgets, including fuel recharge operation.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11027 VEHICLE MECHANIC I, BAND B	11028 VEHICLE MECHANIC II, BAND C	11151 VEHICLE MECHANIC III, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/Vocational/Technical School or equivalent; up to 1 year experience or equivalent	Trade/Vocational/Technical School or equivalent; more than 2, but less than 4 years or equivalent	Trade/Vocational/Technical School or equivalent; more than 4, but less than 6 years or equivalent
IMPACT	Extend beyond department	Extend beyond department	Extend beyond department
CONTACTS - INSIDE	Receive information Provide information	Assist others Cooperation for task completion Handle confidential information	Assist others Cooperation for task completion Handle confidential information
CONTACTS - OUTSIDE	Limited contact	Conduct straightforward business Provide general factual information Handle confidential information	Conduct straightforward business Provide general factual information Handle confidential information
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	11027 VEHICLE MECHANIC I, BAND B	11028 VEHICLE MECHANIC II, BAND C	11151 VEHICLE MECHANIC III, BAND D
SUPERVISION	None given	Students Temporaries On-the-job training	Students Temporaries On-the-job training
COMPLEXITY	Tasks relate to an entire field or a variety of areas of work	Tasks relate to an entire field or a variety of areas of work	Tasks relate to an entire field or a variety of areas of work
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria	Responsible for making some decisions which require consideration of various criteria
FREEDOM OF ACTION	General supervision Proceed alone on regular tasks Referring questionable situations to the supervisor	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work
WORKING CONDITIONS - PHYSICAL	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.

FACTOR PROFILE	11027 VEHICLE MECHANIC I, BAND B	11028 VEHICLE MECHANIC II, BAND C	11151 VEHICLE MECHANIC III, BAND D
WORKING CONDITIONS - VISUAL	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity
WORKING CONDITIONS - HAZARD	Chemicals/substances requiring safety precautions. Cautious handling of animals or toxic plants. Equipment requiring constant attention. Protective devices required in some aspects of work.	Chemicals/substances requiring safety precautions. Cautious handling of animals or toxic plants. Equipment requiring constant attention. Protective devices required in some aspects of work.	Chemicals/substances requiring safety precautions. Cautious handling of animals or toxic plants. Equipment requiring constant attention. Protective devices required in some aspects of work.