

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Auto Mechanic, Sr.

CODE NO.: 00610

GRADE: 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Diagnose trouble and perform all the duties necessary to maintain and repair automotive and auxiliary equipment, including complete overhaul of motors, transmissions, differentials, etc.

ASSIGNED DUTIES:

1. Inspect, repair, adjust, and maintain motors, clutches, axles, differentials, brakes, etc., on automobiles, trucks, tractors, and auxiliary equipment.
2. Repair, test and install all electrical devices on automotive equipment and auxiliary equipment.
3. Diagnose equipment failure and estimate the time and materials required to place equipment in proper operating condition.
4. Repair automotive body equipment, performing such duties as leading, straightening, sanding, and painting and install accessories on new equipment.
5. Repair air compressor, air hammers, winches, and various other type motors and equipment.
6. Prepare records and reports as required including "Garage Repair Order Form #1271" as per DOT regulations.
7. May perform spot welding, cutting, etc., utilizing oxyacetylene torch and welding rods to accomplish assigned duties.
8. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
9. May direct other employees in the performance of assigned duties.

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10. May perform other duties as required in higher or lower classifications.

NOTE: May require the possession of a Class III or Commercial Vehicle Driver's License.