

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Auto Mechanic

CODE NO.: 00307

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform routine and semi-skilled duties necessary to maintain and repair automotive and auxiliary equipment.

ASSIGNED DUTIES:

1. Inspect, repair, and perform preventative maintenance on automobiles, trucks, tractors, and auxiliary equipment.
2. Repair, test, and install electrical devices and wiring on automotive and auxiliary equipment.
3. Repair air compressors, air hammers, winches, and various other type motors and equipment.
4. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
5. May perform spot welding, cutting, etc., utilizing oxyacetylene torch and welding rods to accomplish assigned duties.
6. Prepare records and reports as required including "Garage Repair Order Form #1271" as per DOT Regulations.
7. May perform assigned duties under the direction of an Auto Mechanic, Senior.
8. May direct other employees in the performance of assigned duties.
9. May perform other duties as required in higher or lower classifications.