



Code: 6673

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Industrial Trades

Series: Metal Working Trades

CLASS TITLE: MACHINIST (AUTOMOTIVE)

CHARACTERISTICS OF THE CLASS

Under supervision, functions as an automotive service technician in the inspection, repair, and maintenance of mechanical systems and components in automobiles and light and heavy duty gasoline and diesel driven automotive equipment, and performs related duties as required

ESSENTIAL DUTIES

- Inspects vehicles to ensure mechanical components and automotive systems (e.g., engines, transmissions, brake systems, exhaust and emissions control systems) are secure and operating properly
- Reads work orders describing symptoms or problems and uses testing equipment to diagnose and determine source of malfunctions and problems
- Refers to technical service manuals and schematics to troubleshoot mechanical problems
- Uses hand and power tools to dismantle, repair, or replace worn parts and reassemble components
- Overhauls and replaces engines and rebuilds components
- Repairs or replaces hoses, valves, compressors, and pumps
- Repairs and replaces drive shafts, differentials, and transmissions
- Aligns and balances wheels and repairs or replaces tie rods
- Runs operational tests on components to ensure that repairs and adjustments made were proper
- Prepares work activity reports
- Fabricates metal parts by setting up and operating conventional or computer-controlled machine tools (e.g., lathes, milling machines, grinders, drill presses) and/or welds and cuts parts for custom fit, as required
- Uses hydraulic jacks or hoists to raise and examine underside of vehicles, as required
- Maintains clean and orderly work areas
- Performs work on electrical components of automotive equipment (e.g., alternators, batteries, starters, lights) when ancillary to other work being performed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college with an Associate's degree in Automotive Technology, plus two years of work experience as an automotive technician in the repair and maintenance of gasoline and diesel driven automotive equipment; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., heavy machinery)

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Standard tools used in servicing automotive equipment (e.g., combination wrench, ratchet wrench, air impact guns, overhead pneumatic dispenser)
- Testing and monitoring equipment (e.g., computerized diagnostic equipment)
- Hydraulic jacks and hoists

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *automotive mechanical and electrical/electronic systems
- *applicable hand and power tools and diagnostic testing equipment
- *equipment, materials, and test instruments specific to the automotive machinist trade
- *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the automotive machinist trade
- *applicable safety and code standards specific to the automotive machinist trade

Some knowledge of:

- manufacturers' manuals for servicing equipment
- safety codes regulating the operation of heavy equipment
- *use of safety equipment and protective gear

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
- *REPAIRING - Repair machines or systems using the needed tools
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: August, 2010