

JOB INFORMATION

Effective Date	3/14/2024
Job Code:	6137
Job Title:	Automotive Specialist
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Automotive Specialist services over 40 vehicles including oil changes, tire repair and rotation, battery changes, getting the vehicles inspected and submitting information for new license plates. Maintains fueling systems, monitors fuel levels and orders fuel for the tanks and generators as needed. If repairs involve warranty work or require work that cannot be completed on site, the Automotive Specialist completes necessary paperwork, sets appointments and take the vehicle to the appropriate location.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
High School Diploma or GED	Automotive training or certification	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of employment experience maintaining vehicles.	Required	
Some	years of employment experience maintaining vehicles.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	ASE Certification		Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of diagnostics and repairs of vehicles including, engine, tires, brakes, electrical systems, etc. 	Skilled
<ul style="list-style-type: none"> Must be able to use a computer for data entry and creating reports. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Maintains and repairs vehicles. 	55%
<ul style="list-style-type: none"> Maintains fuel station and upkeep. 	20%
<ul style="list-style-type: none"> Runs reports for fuel used, collects and enters data to meet the State of Texas reporting requirements. 	20%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Outdoors

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description