

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### AUTO MECHANIC HELPER

DOT: 620.684-014 / O'NET: 98102 SVP 3

**Job Description:** Assists Automobile Mechanic in repairing automobiles, buses, trucks, and other automotive vehicles. Physical Demands - Active w/medium lifting, carrying, or moving (up to 50 lbs); General Educational Development - R2 M1 L2; Aptitudes - Average Spatial, Form Perception and Manual Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can clean engine and/or other parts, including steam cleaning, applying special degreasers and other cleaning agents. (R, T, IN)
2. Can check fluid levels, such as gas, water, oil, brake fluid, antifreeze, power steering fluid, etc. (T, S)
3. Can fill/refill fluids to the appropriate levels utilizing the appropriate product. (R, T)
4. Can safely move supplies and materials using hand or power operated equipment. (T, S)
5. Can locate, secure and hand appropriate tools/supplies to mechanic. (R, T, S)
6. Can disassemble defective parts/equipment to prepare for repair. (R, T, S)
7. Can clean and maintain work area in a safe condition. (S)
8. Can appropriately drain and refill crankcase with oil. (T)
9. Can appropriately replace oil and air filters. (R, T)
10. Can record and maintain repair/service history for customer records. (R, I, S, IN)
11. Can safely raise vehicles in preparation of service, using hydraulic jacks, floor jacks, jack stands, lifts or similar equipment. (T)
12. Can remove parts from vehicles as directed by the mechanic. (T, IN, S)
13. Can examine vehicle and discuss the nature and extent of repair required with mechanic and/or customer. (R, T, I, S, IN)
14. Can test drive vehicles to determine possible problems and/or assure repairs are complete. (R, T, S)
15. Can utilize a check list to assure all important parts have been examined. (R, T, IN)
16. Can utilize manuals, charts, etc. to determine procedures for repairs and/or adjustments. (IN)
17. Can inspect parts for wear/damage to determine the need for replacement. (R, T, S)
18. Can overhaul or replace defective parts/units, such as carburetors, blowers, generators, distributors, starters, pumps, etc. (T)
19. Can install, replace or repair headlights, radios, heaters, mirrors, windshield wipers, etc. (R, T)
20. Can adjust vehicle timing and valves, replacing spark plugs and other parts to ensure efficient engine performance. (T, S)
21. Can appropriately utilize and operate computerized and/or power tools, such as wrenches, sprayers, welding and flame cutting equipment, hoists, analyzers, diagnostic devices, compressors, drills, impact guns, air wrenches, etc. (T)
22. Can identify and appropriately utilize hand tools, such as screwdrivers, pliers, wrenches, micrometers, calipers, gauges, etc. (T)