

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

AUTOMOTIVE SERVICE TECHNICIAN (Transmission Mechanic)

DOT: 620.281-062 / O'NET-SOC: 49-3023.01 SVP 7

Job Description: Performs all minor services, removes and installs transmissions and transfer cases, and performs preliminary and final road tests on both import and domestic units with both automatic and standard transmissions. *Physical Demands* - Active w/medium lifting, carrying, or moving (up to 50 lbs); *General Educational Development* - R3 M3 L3; *Aptitudes* - Average General Learning Ability, Form Perception, Motor Coordination, and Finger Dexterity; Above Average Spatial and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate basic understanding of the principles of automotive technology and service. (R, IN, S, T)
2. Can demonstrate familiarity with basic automotive repair. (R, IN S, T)
3. Can demonstrate ability to clean transmission and/or other parts, including steam cleaning, applying special degreasers and other cleaning agents. (R, T, IN)
4. Can demonstrate proper technique used to check fluid levels. (T, S)
5. Can demonstrate proper technique used to fill/refill fluids to the appropriate levels utilizing the appropriate product. (R, T)
6. Can demonstrate ability to safely move supplies and materials using hand or power operated equipment. (T, S)
7. Can demonstrate ability to locate, secure and hand appropriate tools/supplies to transmission rebuilder. (R, T, S)
8. Can demonstrate proper technique used to disassemble defective parts/equipment to prepare for repair. (R, T, S)
9. Can demonstrate proper technique used to drain and refill transmission with fluid. (T)
10. Can demonstrate ability to safely raise vehicles in preparation of service, using hydraulic jacks, floor jacks, jack stands, lifts or similar equipment. (T)
11. Can demonstrate ability to remove parts from vehicles as directed by the transmission rebuilder. (T, IN, S)
12. Can demonstrate ability to examine vehicle and discuss the nature and extent of repair required with transmission rebuilder and/or customer. (R, T, I, S, IN)
13. Can demonstrate ability to test drive vehicles to determine possible problems and/or assure repairs are complete. (R, T, S)
14. Can demonstrate ability to appropriately utilize a check list to assure all important parts have been examined. (R, T, IN)
15. Can demonstrate ability to read and interpret manuals, charts, etc. to determine procedures for repairs and/or adjustments. (IN)
16. Can demonstrate proper technique used to inspect parts for wear/damage to determine the need for replacement. (R, T, S)
17. Can demonstrate proper technique used to overhaul or replace defective parts/units. (T)

18. **Can demonstrate ability to 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)**
19. **Can demonstrate ability to identify and appropriately utilize hand tools, such as screwdrivers, pliers, wrenches, micrometers, calipers, gauges, etc. (T)**
20. **Can demonstrate ability to compile estimate of repair costs, and secure customer approval to perform repairs. (IN, I, S)**
21. **Can demonstrate ability to accurately record and maintain repair/service history for customer records. (R, I, S, IN)**
22. **Can demonstrate ability to assist with general area maintenance. (R, I, S)**
23. **Can demonstrate working knowledge of OSHA approved workplace safety principals. (R, IN, S, T)**
24. **Can demonstrate ability to serve customers and maintain courteous relationships with customers in person and by telephone. (I)**