

University of Houston – Clear Lake

Position Description

Job Title: **Automotive Specialist**

Job Code: **6137**

Pay Grade: **150**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Preferred automotive training at trade school.
Experience		
License/Certification	Texas Department of Public Safety Vehicle Inspector Certificate.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for the maintenance and repair of the University fleet of motor vehicles, i.e., cars and trucks. Manages state inspection station. Other duties as assigned.

Duties and responsibilities	% Time
Perform maintenance program on fleet, provide emergency road service for fleet.	20
Fuel injection, brake systems, electrical systems, auto air conditioning, and exhaust systems diagnosis and repair. Major and minor tune up service.	18
Minor body repair and paint work, installation and repair of Police and security aftermarket equipment. Tire installation, balancing and repair. Wash and wax University vehicles. Maintain fuel inventory, i.e., gas and diesel fuel. Overhaul or repair starters, alternators, etc. in some cases to save fuels.	18
Maintain parts inventory and order parts and supplies for department.	17
Major and minor engine repair, carburetor overhaul and repair.	16
Keep maintenance records on fleet.	11

This position description describes the general qualifications, duties and responsibilities of work being performed.