

JOB INFORMATION

Effective Date	10/12/2021
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
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Maintains and repairs vehicles.	55%
• Maintains fuel station and upkeep.	20%
• Runs reports for fuel used, collects and enters data to meet the State of Texas reporting requirements.	20%
• 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

Physical Demands

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

Physical Demands

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

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