

EDITED KSAPC LISTING

CLASSIFICATION: AUTOMOBILE MECHANIC (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of the diagnostic, preventive maintenance and repair methods (e.g., steering, suspension systems, transmission, brakes, electrical systems, emission control systems and air conditioning systems, etc.) used in overhaul, repair, and adjustment of gas and diesel-powered automotive fleet vehicles to ensure safe operating and well maintained vehicles.
K2.	Advanced knowledge of materials (e.g., fuel, oils, filters, cleaning chemicals/solvents, replacement parts, etc.) used for preventive maintenance and repair/overhaul, and adjustments of all gas and diesel-powered automotive fleet vehicles to ensure safe operating and well maintained vehicles.
K3.	Comprehensive knowledge of proper care, accountability and usage of tools and equipment (e.g., hand, pneumatic, hydraulic, electronic and computerized tools, etc.) used for diagnostic, preventive maintenance, repair/overhaul and adjustments of all gas and diesel-powered automotive fleet vehicles to ensure safe operating and maintenance of vehicles.
K4.	Advanced knowledge of operating characteristics and controls (steering, suspension systems, transmission, brakes, electrical systems, emission control systems and air conditioning systems, etc.) used in overhaul, repair, and adjustment of gas and diesel-powered automotive fleet vehicles to ensure safe operating and well maintained vehicles.
K5.	Basic knowledge of safety regulations and practices [Code of Safe Practice, Safety Data Sheets (SDS), Operators Manuals, Injury and Illness Prevention Program (IIPP), California Vehicle Code – Title 13, etc.] to protect and maintain the safety of persons and property.
K6.	Basic knowledge of institutional policies and procedures for inmate/youthful offender supervision to maintain safety and security of the institution, staff, property, etc. and help prevent escapes.
K7.	Basic knowledge of training methods to provide direction to inmates/youthful offenders ensuring the safe and efficient operation of an institutional automotive fleet vehicle repair facility.
K8.	Basic knowledge of computer applications (e.g., Microsoft Word, Microsoft Excel, etc.) in order to assist in the completion of assignments (e.g., inmate timekeeping, annual mileage reports, parts requisitions, etc.).

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KSAPC Statements	
Ability to:	
A1.	Follow oral and written instructions in order to effectively complete assignments given by supervisor and/or peers.
A2.	Coordinate the work of an unskilled work crew (i.e., inmates/youthful offenders) to ensure proper completion of work in compliance with codes and regulations
A3.	Train unskilled workers (i.e., inmates/youthful offenders) on the safe, proper use of equipment/tools during performance of daily assignments.
A4.	Accurately maintain records and reports to provide information to comply with departmental policies and regulations.
A5.	Communicate effectively at a level appropriate for the classification in order to follow instructions, provide accurate information and directions to maintain effective working relationships with individuals.
A6.	Operate and maintain tools used in automotive repair for diagnostic, preventive maintenance, repair/overhaul and adjustments of all gas and diesel-powered automotive fleet vehicles.
A7.	Inspect automotive equipment, locate defects, and estimate the cost of parts for diagnostic, repair/overhaul and adjustments of all gas and diesel-powered automotive fleet vehicles.
A8.	Read, interpret, and work from diagrams, schematics, and description of theory of operation to repair, replace, or rebuild automotive componentry for all gas and diesel-powered automotive fleet vehicles.
A9.	Establish, maintain, and analyze detailed records related to automotive fleet vehicle repairs in order to effectively track and stock automotive parts/supplies.
A10.	Prepare reports to provide information and/or documentation to various entities (e.g. management, staff, customers, etc.) under the direction of the Equipment Maintenance Supervisor, CF.
A11.	Analyze situations accurately and thoroughly, in order to determine and implement effective and appropriate courses of action.

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KSAPC Statements	
Skill in:	
S1.	Mechanical repair, adjustment, and minor fabrication of gas and diesel-powered automotive vehicles.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
PC2.	Assignment during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.