**Job Class Profile:** Automotive Service Repairer

**Pay Level:** CG-18  
**Point Band:** 278-291

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<th>Factor</th>
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**JOB SUMMARY**

The Automotive Service Repairer performs routine servicing of automotive vehicles and heavy equipment.

**Key and Periodic Activities**

— Installs, balances, repairs and changes tires.
— Performs sandblasting operations to prepare vehicle or equipment for maintenance by welders, mechanics or automotive body repairers.
— Operates and maintains equipment such as a sandblaster, compressor, tire balancer and changer.
— Cleans work area.

**SKILL**

**Knowledge**

**General and Specific Knowledge:**

— Policies and Procedures.
— Safe Work Practices.
— Operation and maintenance of equipment such as sandblaster, compressor, tire balancer and changer.

**Formal Education and/or Certification(s):**


**Years of Experience:**

— Minimum: 1 to 2 years.

**Competencies:**

— Ability to follow basic instructions and work processes.
— Ability to apply established techniques to the completion of activities.
— Ability to repair or calibrate machinery.
— Ability to operate machinery.
**Interpersonal Skills**

— Interpersonal/communication skills used include listening to information from others; asking questions to get information and providing routine information and direction to others.
— The most significant contacts are with the supervisor to receive work orders; mechanics who deliver damaged tires to be repaired and with the courier service to pick-up and deliver repaired tires.

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**EFFORT**

**Physical Effort**

— The demands of the job occasionally results in fatigue, requiring periods of rest.
— Lifting or pushing tires weighing 25 to 50 lbs. is performed regularly and lifting or pushing objects over 50 lbs. occurs on an occasional basis.
— Constantly stands for extended periods and work in awkward or cramped positions or utilize various body movements when changing and/or repairing tires. Sitting or walking is performed regularly and climbing on equipment is required on an occasional basis.
— Manual or physical activities include constantly using hand tools that require accurate control and steadiness; using gross motor skills; using machinery or equipment that requires very controlled movement; using equipment that requires rapid physical movement and reflexes and maintaining physical balance.

**Concentration**

— Visual concentration or alertness is required when inflating tires to ensure they do not tear while being inflated and when operating equipment such as sandblasting equipment.
— Alertness and concentration is required when performing repetitive tasks such as changing tires. Higher than normal levels of attentiveness or alertness for the health and safety of others is required when inflating tires to ensure they don’t explode.
— Time pressures, interruptions, deadlines and lack of control over work pace are experienced occasionally.
— Eye/hand coordination is required when installing and repairing tires and when sandblasting equipment to ensure that other parts of the equipment are not damaged.

**Complexity**

— Work involves changing or repairing tires which requires performing tasks that are similar/related in terms of the skills and knowledge required and the tasks are typically repetitive and well defined.
— A typical problem or challenge is identifying the damage to a tire and determining whether it should be repaired or replaced.
— Reference material to assist in addressing problems, challenges and issues include manufacturer specifications, policies and procedures, and advice and guidance from supervisor.

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**RESPONSIBILITY**

**Accountability and Decision-Making**
— Work is highly structured with direction received from supervisor and duties outlined in the form of a written work order.
— Employees have authority to determine if a tire should be repaired or replaced.
— Supervisory approval is required for the purchasing of tires or any other deviation from assigned work.

**Impact**

— Work results can have a positive impact within the immediate work area; department; and organization as well as on equipment; finances; health and safety and corporate image when proper procedures for inflating, repairing, balancing and installing tires are followed.
— Mistakes or errors can result in delays in vehicle repairs; health and safety issues; damage to equipment; and increased repair costs.
— Errors are typically identified and resolved within hours of problem identification as work tasks and activities are highly controlled and monitored.

**Development and Leadership of Others**

— Not responsible for the supervision of staff.
— Occasionally provides advice and guidance to apprenticeship students.

**WORKING CONDITIONS**

**Environmental Working Conditions**

— Due to the dangers of inhaling dust, sandblasting requires the use of a respirator, protective wear and proper ventilation. A cage should be used when inflating tires.
— The likelihood of injury or illness resulting from hazards in the job is limited.
— Exposed to unusual/distracting noise when mechanics and welders are working; dirt and dust when working with tires and performing sandblasting activities; physical danger if tires explode and heavy machinery when changing tires and moving equipment.