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ABSTRACT

Intended for the vocational instructor, the booklet presents a task list and competency record for the occupational program of service center mechanic. The list was developed by a working committee of auto mechanics instructors and industry representatives throughout the state of Minnesota for use in program articulation between secondary and postsecondary institutions. Selected from the task list for the occupational program of automotive mechanic, groups of tasks are organized into 12 areas of competence: Steering and Suspension System, Drive Train, Engine Mechanical, Cooling and Heating System, Air Conditioning System, Brake, Electrical, Engine Tune-Up, Fuel and Emission System, Body Adjustments, Exhaust and Lubrication, and Related Subject Activities. The 6-page competency record is a suggested replacement for the traditional report card and would accompany the student through his or her vocational training in the secondary and/or postsecondary school. For each group of tasks within the competency areas, the student is graded for his competency in task performance on a 6-point scale ranging from "received introduction only" to "able to help others; very competent." Also included in the booklet are the job description for service center mechanic, list of references, the industry representatives involved in developing the task list, members of the curriculum articulation project, and maps showing the locations of vocational centers and area vocational technical institutes in Minnesota. (Author/RG)

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SERVICE CENTER MECHANIC

task list and competency record

Developed for Vocational-Technical

Curriculum Articulation

in Minnesota

1976

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MINNESOTA STATE DEPARTMENT OF EDUCATION

Division of Vocational - Technical Education

For implementation assistance contact:

T & I Supervisor (Williams, Ryerson)
547A Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 296-3755



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I. JOB DESCRIPTION

Service Center Mechanic - (DOT 620.281)
(Other common job titles: Mass Merchandising Auto Center Mechanic, Service Station Mechanic, Automobile Service Mechanic)

The automobile mechanic diagnoses and repairs electrical and mechanical systems on automobiles to restore manufacturer's performance and safety standards.

The mechanic uses specialized test equipment, hand and power tools, hoists and precision measuring tools to repair automotive systems. In doing service and making repairs and adjustments, the mechanic will use service manuals and technical bulletins.

This person may talk to the consumer, make estimates and write work orders.

Graduates* of the service center mechanic occupational program find employment in mass merchandising service centers, service stations, independent garages and dealerships.

It is not assumed that he/she could be employed as an automotive mechanic foreman, service manager, rebuilder of component parts or automotive machine operator without additional training and/or experience.

A student who has training in a limited segment of this occupational program may find employment in a spin-off occupation

* Graduate: A student who has demonstrated competent performance of all tasks designated on the task list for this occupational program.

II. TASK LIST

The following task list gives you, the vocational instructor, recommendations about what your students should be able to do when they take a job as a SERVICE CENTER MECHANIC. It was developed by a working committee of auto mechanics instructors and industry representatives throughout the state of Minnesota.

The Task List on the following pages includes only the tasks in the AREAS OF COMPETENCE recommended for a graduate of the SERVICE CENTER MECHANIC occupational program. These tasks were selected from the task list for the automotive mechanic. The occupational program for SERVICE CENTER MECHANIC does not require that the student be competent in performing all tasks recommended for the automotive mechanic. The numbering system used for this task list shows the tasks that were selected from the automotive mechanic task list.

As you utilize this task list, you will need to continue working with your local advisory committee and with other instructors in your geographic area. Judgments must be made, by you, concerning the amount of time to spend in teaching various tasks, the conditions surrounding the performance of each task and the performance level for each task that will be acceptable.

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TASK LIST

AREA OF COMPETENCE #1

PERFORM STEERING AND SUSPENSION SYSTEM SERVICE

IA. Inspect Steering and Suspension System

1. Inspect springs for breakage and sag
 - a. Coil
 - b. Leaf
 - c. Torsion Bar
2. Inspect shock absorber for leaks, operation, and mounting.
 - a. Standard
 - b. Air
3. Inspect control arm bushings for distortion and wear
4. Check ball joints for wear and lubrication
5. Check spindles and steering knuckles for bent parts and worn parts
6. Inspect tires and wheels for wear pattern
 - a. Air pressure
 - b. Proper size
7. Inspect wheel bearings for noise and condition
8. Inspect tie rods for looseness, seals, and bent rods
9. Inspect idler arms for worn bushings
10. Inspect stabilizer bars for breakage and bushing wear
11. Inspect steering arms for damage
12. Inspect drag links for damage and loose ends
13. Inspect bell-crank assemblies for damage and wear
14. Inspect rear-axle housing for damage, broken welds, bushings, and leaks
15. Inspect frame and body for bends, cracks, damage, and height
16. Inspect sway bars for bushing wear
17. Inspect strut bars for bushing wear
18. Inspect solid-beam axles for damage and bushing wear
19. Inspect trailing and torque arm for distortion
20. Inspect trunnions for looseness
21. Check torsion bar height
22. Inspect front wheel drive/steering axle for worn parts

IIA. Remove and Replace Steering and Suspension Components

1. R/R springs and adjust
 - a. Coil
 - b. Leaf
 - c. Torsion Bar
2. R/R shock absorbers
 - a. Standard shock components
 - b. Air shock components
3. R/R control arm
4. R/R ball joints

5. R/R spindles and steering knuckles
6. Mount and demount tires. Use tire changing machine
 - a. Repair tires
7. R/R wheel bearings, pack and adjust
 - a. Replace seals
8. R/R tie rods and check toe-in
9. R/R idler arm and adjust
10. R/R stabilizer bars
11. R/R steering arms
12. R/R drag links and adjust
13. R/R bell-crank assemblies
14. R/R rear-axle housing
16. R/R sway bars and bushings
17. R/R strut bars and bushings
19. R/R trailing and torque arms or correct
20. R/R trunnions .
21. R/R torsion bars and adjust
22. Check and adjust alignment angles
 - a. Height
 - b. Caster
 - c. Camber
 - d. Toe-in
 - e. Turning radius
 - f. Steering axis inclination
 - g. Tracking
23. Perform static and dynamic balancing
 - a. Tire and wheel correction
24. Perform lubrication service
25. Perform safety inspection

IIIA. Diagnose Steering and Suspension System

1. Diagnose problems
 - a. Control
 - b. Noise
 - c. Vibration
 - d. Wander
 - e. Pull
 - f. Turning
 - g. Recovery
 - h. Hard steering
2. Diagnose tire wear pattern

IB. Inspect Manual and Power Steering Systems

1. Inspect fluid levels and leak
2. Inspect gearbox for lash, mounting, and seals
3. Inspect pump for mounting, lines, seals, hoses, noise, pulley, and belts
4. Inspect steering column damage and wear

IIB. Remove and Replace Manual and Power Steering System Components

1. R/R belts, hoses, and lines
3. R/R pump, gearbox, and related components
4. R/R steering wheel

AREA OF COMPETENCE #2
PERFORM DRIVE TRAIN SERVICE

IA. Inspect Clutch Assembly

1. Inspect clutch operation
2. Inspect pedal free play
3. Inspect noises
 - a. Release and pilot bearing
 - b. Other component noises
4. Inspect engine and transmission mounts
5. Inspect linkage
 - a. Mechanical
 - b. Hydraulic

IIA. Remove and Replace Clutch Components

1. R/R clutch disc and pressure plate
2. R/R release and pilot bearing
 - a. Flywheel
 - b. Surface condition and ring gear
 - c. Measure run-out
 - d. Measure pilot bearing wear
3. Inspect and R/R linkage, collar, release hub, and fork
4. R/R hydraulic components
5. Adjust free play and total travel

IVA. Diagnose Clutch Operation

1. Diagnose slipping clutch
2. Diagnose chatter and noises
3. Diagnose vibration
4. Diagnose drag (improper release)

IB. Inspect Manual Transmission Assembly

1. Inspect fluid levels and leaks
2. Inspect linkage and mounting
3. Inspect operation and noises

IVB. Diagnose Manual Transmission Operation

1. Diagnose transmission problems
 - a. Noise
 - b. Shift quality
 - c. Slipping out of gear
 - d. Leaks

- IC. Inspect Automatic Transmission Assembly
 - 1. Inspect fluid levels, leaks, and conditions
 - 2. Inspect operation
 - a. Perform basic road test
 - 3. Inspect linkage and mountings
 - 4. Inspect lines and hoses

- IIC. Remove and Replace Automatic Transmission/Components
 - 1. Drain fluid and replace filters
 - 2. Adjust band and linkage
 - 4. R/R vacuum modulator
 - 5. Inspect and lubricate speedometer cable
 - 6. Remove and install transmission
 - 7. R/R front/rear seal and bushings

- ID. Inspect Drive Shaft Components
 - 1. Inspect drive shaft condition
 - 2. Inspect universal joints for wear
 - 3. Inspect center bearing for condition
 - 4. Inspect constant velocity joint
 - 5. Lubricate components

- IID. Remove and Replace Drive Shaft Components
 - 1. R/R drive shaft
 - a. Open (hotchkiss)
 - b. Closed (torque tube)
 - 2. R/R universal joints
 - 3. R/R center bearing
 - 5. R/R yoke, seal, and bushing
 - 6. Measure drive shaft angle, run-out, and adjust

- IIID. Diagnose Drive Shaft Operation
 - 1. Diagnose component problems
 - a. Vibration
 - b. Noise
 - c. Run-out
 - d. Balance

- IE. Inspect Drive Axle Assemblies
 - 1. Inspect fluid levels and leaks
 - a. Rear axle assembly
 - b. Front axle assembly
 - c. Four wheel drive
 - d. Transfer case
 - 2. Inspect mounting and noises
 - 3. Inspect noises

IIE. Remove and Replace Drive Axle Components

1. R/R rear axle assembly
 - a. Housing
 - b. Carrier assembly
2. R/R front axle assembly

AREA OF COMPETENCE #3
PERFORM ENGINE MECHANICAL SERVICE

IA. Inspect Engine Condition

1. Inspect fluid levels and leaks
2. Check performance and condition
 - a. Check abnormal noises, smoke, and roughness
 - b. Check for oil deposits in tailpipe, radiator, and air cleaner
 - c. Use infra-red to check engine condition
3. Diagnose engine condition
 - a. Check cylinder balance (RPM and vac.)
 - b. Check compression (dry-wet)
 - c. Check cylinder leakage
 - d. Check oil pressure
 - e. Identify specific engine components noises
 - f. Identify engine lack of performance problems
4. Determine engine repair procedure required
 - a. Perform valve train service
 - b. Rebuild engine

IIA. Remove, Replace, and Inspect Engine Components

1. R/R cylinder head and valve train
2. R/R engine assembly
3. Install short block assembly
4. R/R oil pan and gasket
5. R/R oil filter
6. R/R oil pump
7. R/R vibration damper and front seal
8. R/R timing mechanism and cover
9. R/R camshaft and bearings
10. R/R rear main seal
11. R/R expansion plugs
12. R/R valley cover and gasket
13. R/R rocker arm cover and gaskets
14. R/R engine accessories

AREA OF COMPETENCE #4
PERFORM COOLING AND HEATING SYSTEM SERVICE

IA. Inspect Cooling and Heating Systems

1. Inspect and test pressure cap
2. Pressure test cooling system
3. Inspect and test combustion leakage
 - a. Use pressure test, fluid gas detector, and infra-red testers
4. Inspect, test, and add coolant
5. Inspect system for leaks
6. Inspect and replace hoses
7. Inspect, replace, and adjust fan belt with tension gauge
8. Inspect radiators, flush, and replace coolant
9. Inspect, test, and replace thermostat and by-pass valves
10. Inspect operation of cooling system block and tank heaters
11. Inspect air-cooled engine cooling systems
12. Inspect and test operation of blower motor, speed controls, and air temp
13. Inspect radiator for obstructions and clean exterior components
14. Inspect operation of semi-sealed and recovery systems
15. Inspect water pump for bearing condition and water leaks
16. Inspect thermostatic fan for condition of blades, hub, and mounts
17. Test operation of heater control valves for air and water with vac. gauge
18. Inspect automatic transmission fluid coolers
 - a. Inspect radiator for contamination with fluid
 - b. Inspect transmission for contamination with coolant
19. Inspect warning light system
20. Reverse flush heater core

IIA. Remove and Replace Cooling and Heating System Components

1. R/R radiator
2. R/R core plugs
3. R/R water pump
4. R/R fan and thermostatic clutches
5. Perform minor repairs on soldered parts
6. R/R blower motor and controls
7. R/R heater core

IIIA. Diagnose Cooling and Heating System

1. Diagnose engine overheating
2. Diagnose coolant contamination or loss
3. Diagnose heater problems (electric and vacuum)
4. Diagnose warning circuitry
5. Diagnose heater lack of heat

AREA OF COMPETENCE #5
SERVICE AIR CONDITIONING SYSTEM

IA. Inspect Air Conditioning System

1. Inspect air conditioning system for proper operation and mounting
2. Inspect refrigerant level by sight glass
3. Inspect clutch operation and belt condition
4. Locate and replace burned fuses
5. Clean and straighten condenser fins
6. Test duct discharge temperature
7. Test blower and control operation (electric and vacuum)
8. Inspect components and lines for oil seepage
9. Inspect and clean evaporator water drain

IIA. Remove and Replace Air Conditioning Components

1. Test pressure of system
2. Test system for leaks
3. Discharge system
4. Inspect oil level, add or replace oil
5. R/R compressor clutch
6. R/R compressor seal
7. R/R hoses, lines, and components
8. Evacuate and charge system
9. Inspect and test for function of all electrical and vacuum controls
10. Performance test system
11. Install air conditioner in vehicle

IVA. Diagnose Air Conditioning System

1. Diagnose refrigeration problems
2. Diagnose control problems
 - a. Electrical
 - b. Vacuum
 - c. Mechanical
3. Diagnose mechanical problems
4. Diagnose automatic temperature systems

AREA OF COMPETENCE #6

PERFORM BRAKE SERVICE

IA. Inspect Drum/Disc Brake System

1. Check operation of brake system
2. Inspect drums/disc
3. Inspect linings or pads
4. Inspect brake hardware
 - a. Springs
 - b. Holddowns
 - c. Adjusters
 - d. Backing plate
 - e. Anchors
 - f. Parking brake
5. Inspect hydraulic system
 - a. Wheel cylinders/calipers
 - b. Master cylinder
 - c. Lines/hoses
 - d. Control valves
6. Inspect wheel bearings and seals
7. Inspect brake pedal rod, mounting, linkage, and free travel
8. Inspect operation of brake booster
9. Inspect operation of stoplight and brake warning light

IIA. Remove and Replace Brake System Components

1. R/R brake shoes/pads and brake hardware
2. R/R hoses, lines, and double flare steel tubing
 - a. Form steel line to proper routing
3. R/R master cylinder
4. R/R brake vacuum booster
5. R/R caliper and wheel cylinder
6. R/R bleeder screw
7. R/R rear axle bearing and seal
8. Bleed air from system with manual and pressure bleeder
 - a. Flush system with brake fluid
9. Check and adjust pushrod
10. R/R parking brake components and adjust
11. R/R, repack, and adjust bearings
12. Torque wheel lug nuts

IIIA. Rebuild and Machine Brake Components

1. Machine brake drum
2. Machine disc
3. Rebuild caliper assembly
4. Remove and replace rivet lining
5. Arc lining to drum for proper toe and heel clearance
6. Rebuild wheel cylinder
7. Rebuild master cylinder
8. Rebuild power brake unit

IVA. Diagnose Drum/Disc Brake System

1. Diagnose brake noises
2. Diagnose abnormal pedal position and action
3. Diagnose dragging brakes, including parking brake drag
4. Diagnose brake fade, erratic brakes, pull, drive, and grab
5. Diagnose tire and suspension related problems
6. Diagnose hydraulic system--valves, controls, and leaks
7. Diagnose brake warning system
8. Diagnose power brake unit
 - a. Vacuum system type
 - b. Hydraulic pressure system type
9. Perform road test for performance of brake system
10. Perform dynamic test for performance of brake system
11. Diagnose anti-skid systems

AREA OF COMPETENCE #7
PERFORM ELECTRICAL SERVICE

- IA. Inspect and Service Battery
 - 1. Inspect battery electrolyte level and refill
 - 2. Remove and clean battery terminals and cables
 - 3. Test state of charge and determine battery condition
 - a. Use hydrometer
 - b. Use load type testers
 - 4. Start vehicle using jumper cables
 - 5. Charge battery
 - a. Use fast charger w/thermometer and voltmeter
 - b. Use slow charger
 - 6. Inspect carrier and holddown

- IIA. Remove and Replace Battery
 - 1. Prepare and install battery
 - a. Wet
 - b. Dry
 - c. Maintenance Free
 - 2. R/R cables

- IIIA. Diagnose Battery Problems
 - 1. Diagnose electrical problems
 - 2. Diagnose mechanical problems

- IB. Inspect Charging Circuit
 - 1. Inspect generator/alternator mounts
 - 2. Inspect and adjust tension of belts with tension gauge
 - 3. Inspect generator/alternator to regulator wiring
 - 4. Inspect warning or gauge circuit

- IIB. Remove and Replace Charging Circuit Components
 - 1. R/R generator/alternator
 - 2. R/R regulator
 - 3. R/R wiring
 - 4. R/R ammeter
 - 5. R/R belts and pulleys

- IVB. Diagnose Generator/Alternator Charging Circuit
 - 1. Diagnose battery problems
 - a. Check overcharge battery
 - b. Check undercharge battery
 - c. Check excessive use of water
 - 2. Diagnose high, low, and no charge problems
 - 3. Diagnose noises
 - 4. Diagnose alternator or regulator problems
 - 5. Diagnose wiring problems
 - 6. Diagnose indicator light problems

- IC. Inspect Cranking System
 - 1. Inspect cranking motor cables and connections
 - 2. Inspect mounting of solenoid
 - 3. Inspect cranking motor mounting bolts
 - 4. Test cranking motor draw and circuit resistance

- IIC. Remove and Replace Cranking Circuit Components
 - 1. R/R battery cables
 - 2. R/R cranking motor
 - 3. R/R solenoid or relay
 - 4. R/R control circuit components
 - 5. R/R cranking motor drive and inspect ring gear teeth

- IVC. Diagnose Cranking Motor Circuit
 - 1. Diagnose cranking motor
 - a. Check slow cranking
 - b. Check no cranking
 - c. Check drive conditions
 - d. Check noises
 - 2. Diagnose solenoid or relay problems
 - 3. Diagnose control circuit problems
 - a. Test neutral safety switch
 - b. Test ignition switch
 - c. Test fuse link
 - 4. Check engine related problems

- ID. Inspect Ignition System
 - 1. Remove and inspect spark plugs
 - 2. Clean, file, reset, or replace spark plugs
 - 3. Test spark plugs
 - 4. Inspect primary and secondary wiring
 - 5. Inspect distributor cap
 - 6. Inspect rotor
 - 7. Inspect point condition
 - 8. Inspect and clean coil
 - 9. Inspect vacuum advance controls and hoses

- IID. Remove and Replace Ignition Circuit Components
 - 1. R/R and check secondary cables
 - 2. R/R distributor cap and rotor
 - 3. R/R and test distributor
 - 4. R/R primary wires
 - 5. R/R points and test condenser
 - 6. R/R and test vacuum advance unit
 - 7. R/R ignition switch and resistor assembly
 - 8. R/R electronic pick-up and control unit
 - 9. R/R and test coil

IVD. Diagnose Ignition Circuit

1. Diagnose primary circuit problems
2. Diagnose secondary circuit problems
3. Diagnose circuit with basic meters
4. Diagnose circuit with oscilloscope and/or infra-red
5. Diagnose and repair electronic ignition system

IE. Inspect Electrical Accessories

1. Inspect wiring and connections of all circuits
2. Inspect operation of windshield wipers and blade condition
3. Inspect wiper motor operation and mounting
4. Inspect operation of washers, clean and aim nozzles
5. Inspect operation of horn
6. Inspect operation of anti-theft buzzer for ignition lock
7. Inspect operation of heated back window
8. Inspect operation of electric power windows
9. Inspect operation of power seats and convertible tops

IIE. Diagnose and Repair Electrical Accessory Circuits

1. Diagnose and repair wiper system
2. Diagnose and repair washer system
3. Diagnose and repair horn circuit
4. Diagnose and repair buzzer circuit
5. Diagnose and repair heated back window
6. Diagnose and repair automatic speed controls
7. Diagnose and repair power window motors
8. Diagnose and repair fuel gauge circuit
9. Diagnose and repair temperature gauge circuit
10. Diagnose and repair oil pressure gauge circuit
11. Diagnose and repair ammeter circuit
12. Diagnose and repair warning light circuits
13. Diagnose and repair electric fuel pumps
14. Diagnose and repair power seat motors
15. Diagnose and replace speedometer assembly
16. Solder electrical connections

IF. Inspect and Replace Lighting System Components

1. Inspect wiring, connections, and circuit protectors
2. Inspect headlight circuit
3. Inspect turn signal and warning flashers circuit
4. Inspect interior and courtesy lamp circuit
5. Inspect stoplamp circuit

IIF. Diagnose and Repair Lighting Circuits

1. Diagnose and repair headlamp circuit
 - a. Conventional
 - b. Concealed
 - c. Auto dimmer

2. Diagnose and repair turn signal circuit
3. Diagnose and repair interior light circuit
4. Diagnose and repair stop lamp circuit
5. Meet state requirements for Minnesota Headlamp Adjuster License

AREA OF COMPETENCE #8
PERFORM ENGINE TUNE-UP SERVICE

- IA. Perform Minor Tune-Up Service
 - 1. Service or replace spark plugs
 - 2. Replace ignition points and condenser
 - 3. Set dwell and ignition timing
 - 4. Set carburetor idle mixture and speed
 - a. Free choke assembly and fast idle linkage
 - 5. Service air cleaner element and P.C. valve
 - 6. Service battery and cables
 - 7. Inspect fluid levels and belt condition
 - 8. Inspect intake and exhaust pre-heat control mechanism

- IIA. Perform Major Tune-Up Service
 - 1. Service or replace spark plugs
 - 2. Check engine compression/leakage
 - 3. R/R, service, and bench test distributor
 - 4. Check dwell and adjust timing
 - 5. Test and service battery and cables
 - 6. Set carburetor idle mixture and speed
 - 7. Check choke operation
 - a. Fast idle
 - b. Choke pull-off
 - 8. Service air cleaner, P.C. valve, and fuel filter
 - 9. Inspect and tighten all hose connections
 - 10. Check and adjust belts
 - 11. Check fluid levels
 - 12. Inspect intake and exhaust pre-heat control mechanism
 - 13. Test charging circuit
 - 14. Test starter circuit
 - 15. Check ignition with tune-up equipment
 - a. Use basic meters
 - (1) Ohmmeter
 - (2) Ammeter
 - (3) Voltmeter
 - (4) Timing advance meter
 - (5) R.P.M. and dwell meter
 - b. Use ignition oscilloscope
 - c. Use infra-red tester
 - 16. Perform road test
 - 17. Perform dynamometer test

- IIIA. Diagnose Engine Performance
 - 1. Diagnose mechanical conditions
 - a. Troubleshoot cylinder head and valve train problems
 - b. Troubleshoot block problems
 - c. Troubleshoot intake manifold for leaks and pre-heat
 - d. Troubleshoot exhaust manifold and system for restrictions and heat riser
 - e. Troubleshoot emission controls

2. Diagnose electrical circuit conditions
 - a. Troubleshoot cranking circuit
 - (1) Test battery cables, motor control, and load circuit
 - (2) Check engine related problems
 - b. Troubleshoot charging circuit
 - (1) Test output, settings, and circuit resistance
 - c. Troubleshoot conventional and electronic ignition system
 - (1) Check primary and secondary circuits
 - (2) Check distributor operation
3. Diagnose fuel system conditions
 - a. Test fuel pump, lines, and filters
 - b. Check carburetion
 - (1) Test A/F ratio
 - (2) Test with infra-red tester
 - c. Check evaporative controls
 - d. Check emission controls
4. Perform road test
 - a. Check low speed operation
 - b. Check high speed operation
 - c. Check acceleration
5. Perform dynamometer diagnostic performance test
 - a. Check road operations
 - (1) Check ignition patterns
 - (2) Check A/F ratios and power circuit
 - (3) Check infra-red reading
 - (4) Check horsepower
 - (5) Check speedometer
 - (6) Check vibrations

AREA OF COMPETENCE #10
PERFORM BODY ADJUSTMENTS AND SERVICE

- IA. Inspect and Adjust Body Components
 - 1. Inspect and adjust doors
 - a. Strikers and locks
 - b. Hinges
 - c. Seals
 - 3. Inspect and adjust hood and trunk lids
 - a. Latch and locks
 - b. Hinges and springs
 - c. Seals
 - 4. Inspect and adjust seat mechanism

- IIA. Remove and Replace Body Components
 - 5. Install accessories
 - a. Radio antenna, speakers, and tape deck
 - b. Mirrors
 - c. Trim

- IIIA. Diagnose Body Problems
 - 3. Diagnose radio problems
 - a. Static - noise
 - b. Antenna
 - c. Speaker

AREA OF COMPETENCE #11

PERFORM EXHAUST AND LUBRICATION SERVICE

IA. Perform Safety Inspection

1. Inspect tires and air pressure
2. Inspect shocks
3. Inspect lines and hoses
4. Inspect fluid levels
5. Inspect lights and wipers
6. Inspect warning devices
7. Inspect suspension and steering
8. Inspect drive belts
9. Inspect brake pedal reserve
10. Inspect engine mounts
11. Inspect glass
12. Inspect exhaust manifold
13. Inspect muffler/resonator and pipes
14. Inspect catalytic converter
15. Inspect clutch pedal free travel

IIA. Perform Exhaust and Lubrication Service

1. Lubricate chassis
2. Change engine oil and filter
3. Change automatic transmission fluid and filter
4. Repack wheel bearings
5. Test anti-freeze protection
6. Flush and install anti-freeze
7. Clean windows
8. Vacuum interior
9. R/R exhaust manifold and pipe
10. R/R muffler, resonator, and pipes
11. R/R catalytic converter
12. R/R exhaust heat riser

IIIA. Diagnose Exhaust System

1. Diagnose exhaust system problems
 - a. Restrictions
 - b. Noise and leaks

AREA OF COMPETENCE #12
PERFORM RELATED SUBJECT ACTIVITIES

- I. Demonstrate Prescribed (OHS/A) Safe Work Practices in each AREA OF COMPETENCE
 1. Demonstrate Shop Safety Practices
 - a. Personal
 - b. Co-Worker
 - c. Fire
 - d. Shop
 - e. Equipment
 - f. Tools
 - g. OSHA
 - h. Shop and personal appearance

- II. Operate Welding Equipment
 1. Demonstrate gas procedures
 2. Demonstrate arc procedures
 3. Demonstrate soldering/brazing/cutting procedures

- III. Perform Shop Related Skills
 1. Identify and select fasteners
 - a. Nuts, bolts, and screws
 - b. Clips, retainers, and snap rings
 - c. Washers
 - d. Clamps and locking devices
 2. Maintain tools
 - a. Drills, bits, and cutters
 - b. Chisels and punches
 - c. Screwdrivers
 - d. Handles
 3. Demonstrate proper use of tools
 - a. Stud extraction tools
 - b. Torque wrenches
 - c. Tap and die (thread chasers)
 - (1) Thread repair
 - d. Power hand tools
 - e. Cutting tools
 - f. Grinders
 4. Demonstrate use of shop manuals
 - a. Repair manuals
 - b. Parts and Time Guide
 - c. Specifications
 - d. Wiring diagrams
 - e. Technical bulletins

- IV. Solve Automotive Math and Related Measuring Problems
 1. Solve shop-business problems
 2. Solve metric problems
 3. Demonstrate precision tool measuring

- V. Perform Communication Activities
 - 1. Write business letters
 - 2. Prepare resume
 - 3. Perform job application procedures
 - a. Application forms
 - b. Interview procedures
 - 4. Write work orders and service reports
- VI. Maintain Bookkeeping Record for a Small Business
 - 1. Perform basic bookkeeping procedures
- VII. Perform Management and Business Procedures
 - 1. Estimate jobs (local and state laws)
 - 2. Perform sales and service selling techniques
 - 3. Evaluate time management
 - 4. Determine employee productivity
 - 5. Perform inventory control and security
- VIII. Solve Customer and Employer Relation Problems
 - 1. Solve communication problems
 - 2. Solve attitude problems of supervisor-employee relations
- X. Perform Supervised Work Experience Training (Co-op or internship)
- XI. Participate in Club Activities

III. REFERENCES

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U. S. Government Printing Office, Washington, D. C. 20402

Motor's Parts and Time Guide. 1974, New York, New York 10019.

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IV. COMPETENCY RECORD

The COMPETENCY RECORD that appears in this section is suggested as a replacement for the traditional report card. It can be used to give employers, teachers, counselors, students and parents information about what each student can and cannot do.

The COMPETENCY RECORD should follow the student through his or her vocational training in the secondary and/or the post secondary school. The recommended grading scale is shown on the COMPETENCY RECORD. The COMPETENCY RECORD on the following pages includes ALL the AREAS OF COMPETENCE recommended for a graduate of the automotive mechanic occupational program. However, the occupational program for SERVICE CENTER MECHANIC does not require that the student be competent in all AREAS OF COMPETENCE which are recommended for the Automotive Mechanic. The AREAS OF COMPETENCE which are recommended for a graduate of the Service Center Mechanic occupational program are summarized below. See the task list in the front of this booklet for more detailed information.

SERVICE CENTER MECHANIC

TASK LIST

Tasks that should be performed by the Service Station Mechanic have been taken from the following areas of the task list developed for the Automotive Mechanic:

Competence Area #1

IA, IIA (1-14, 16, 17, 19-25), IIIA,
IB, IIB (1, 3, 4)

Competence Area #2

IA, IIA, IVA, IB, IVB (1), IC, IIC (1, 2,
4, 5, 6, 7), ID, IID (1, 2, 3, 5, 6),
IIID, IE, IIE (1, 2),

Competence Area #3

IA, IIA

Competence Area #4

IA, IIA, IIIA

Competence Area #5

IA, IIA, IVA

Competence Area #6

IA, IIA, IIIA, IVA

Competence Area #7

IA, IIA, IIIA, IB, IIB, IVB, IC,
IIC, IVC, ID, IID, IVB, IE, IIE,
IF, IIF

Competence Area #8

IA, IIA, IIIA

Competence Area #9

IA, IIA, IVA (1, 2, 3)

Competence Area #10

IA, (1, 3, 4), IIA (5), IIIA (3)

Competence Area #11

IA, IIA, IIIA

Competence Area #12

I, II, III, IV, V, VI, VII,
VIII, X, XI

COMPETENCY RECORD

Occupational Program : **Service Center Mechanic**
 (Competencies of the Service Center
 Mechanic are shaded grey)

This competency record tells what the student, who is named below, has demonstrated that he or she can do. A committee of industrial representatives from throughout Minnesota assisted in identifying the competencies needed by graduates of the occupational programs shown above. For more specific information, refer to the task list for each occupational program.

Grading:	5 - able to help others; very competent
	4 - able to perform the task(s) without supervision; competent
	3 - able to perform the task(s) with limited supervision
	2 - able to perform the task(s) with direct supervision
	1 - unable to perform the task(s)
	✓ - received introduction only

Name of Student _____

<u>SCHOOL(S) ATTENDED</u>	<u>DATES ATTENDED</u>	<u>INSTRUCTOR'S NAME</u>

	<u>Secondary</u> Grade Year Teacher	<u>Post Secondary</u> Grade Year Teacher
AREA OF COMPETENCE #1: PERFORM STEERING AND SUSPENSION SERVICE		
IA. Inspect Steering and Suspension System		
IIA. Remove and Replace Steering and Suspension Components		
IIIA. Diagnose Steering and Suspension Systems		
IB. Inspect Manual and Power Steering Systems		
IIB. Remove and Replace Manual and Power Steering System Components		
IIIB. Rebuild Manual and Power Steering Components		
IVB. Diagnose Manual and Power Steering System		
Comments		

	Secondary Grade Year Teacher			Post Secondary Grade Year Teacher		
AREA OF COMPETENCE #2: PERFORM DRIVE TRAIN SERVICE						
IA. Inspect Clutch Assembly						
IIA. Remove and Replace Clutch Components						
IIIA. Rebuild Clutch Components						
IVA. Diagnose Clutch Operation						
IB. Inspect Manual Transmission Assembly						
IIB. Remove and Replace Manual Transmission Components						
IIIB. Rebuild Manual Transmission						
IVB. Diagnose Manual Transmission Operation						
IC. Inspect Automatic Transmission Assembly						
IIC. Remove and Replace Automatic Transmission/Components						
IIIC. Rebuild Automatic Transmissions						
IVC. Diagnose Automatic Transmission Operation						
ID. Inspect Drive Shaft Components						
IID. Remove and Replace Drive Shaft Components						
IIID. Diagnose Drive Shaft Operations						
IE. Inspect Drive Axle Assemblies						
IIE. Remove and Replace Drive Axle Components						
IIIE. Rebuild Drive Axle Components						
IVE. Diagnose Drive Axle Operation						
Comments						
AREA OF COMPETENCE #3: PERFORM ENGINE MECHANICAL SERVICE						
IA. Inspect Engine Condition						
IIA. Remove, Replace, and Inspect Engine Comp.						
IIIA. Rebuild, Measure, Assemble, and Adjust Engine Components						
IVA. Perform Final Inspection and Break-In Procedure						
Comments						

	Secondary Grade Year Teacher			Post Secondary Grade Year Teacher		
COMPETENCE AREA #4: PERFORM COOLING AND HEATING SYSTEM SERVICE						
IA. Inspect Cooling and Heating System						
IIA. Remove and Replace Cooling and Heating System Components						
IIIA. Diagnose Cooling and Heating System						
Comments						
AREA OF COMPETENCE #5: SERVICE AIR CONDITIONING SYSTEM						
IA. Inspect Air Conditioning System						
IIA. Remove and Replace Air Conditioning Components						
IIIA. Rebuild Air Conditioning Components						
IVA. Diagnose Air Conditioning System						
Comments						
AREA OF COMPETENCE #6: PERFORM BRAKE SERVICE						
IA. Inspect Drum/Disc Brake System						
IIA. Remove and Replace Brake System Components						
IIIA. Rebuild and Machine Brake Components						
IVA. Diagnose Drum/Disc Brake System						
Comments						
AREA OF COMPETENCE #7: PERFORM ELECTRICAL SERVICE						
IA. Inspect and Service Battery						
IIA. Remove and Replace Battery						
IIIA. Diagnose Battery Problems						

	<u>Secondary</u> Grade Year Teacher	<u>Post Secondary</u> Grade Year Teacher
IB. Inspect Charging Circuit		
IIB. Remove and Replace Charging Circuit Components		
IIIB. Rebuild Charging Circuit Components		
IVB. Diagnose Generator/Alternator Charging Circuit		
IC. Inspect Cranking System		
IIC. Remove and Replace Cranking Circuit Components		
IIIC. Rebuild Cranking Circuit Components		
IVC. Diagnose Cranking Motor Circuit		
ID. Inspect Ignition System		
IID. Remove and Replace Ignition Circuit Components		
IIID. Rebuild Ignition Circuit Components		
IVD. Diagnose Ignition Circuit		
IE. Inspect Electrical Accessories		
IIE. Diagnose and Repair Electrical Accessory Circuits		
I. Inspect and Replace Lighting System Components		
II. Diagnose and Repair Lighting Circuits		
Comments		
AREA OF COMPETENCE #8: PERFORM ENGINE TUNE-UP SERVICE		
IA. Perform Minor Tune-Up Service		
IIA. Perform Major Tune-Up Service+Prerequisite for Major Tune-Up: Areas 3, 6, and 8		
IIIA. Diagnose Engine Performance		
Comments		

	<u>Secondary</u> Grade Year Teacher	<u>Post Secondary</u> Grade Year Teacher
AREA OF COMPETENCE #9: PERFORM FUEL AND EMISSION SYSTEM SERVICE		
IA. Inspect Fuel and Emission Systems		
IIA. Remove and Replace Fuel and Emission Components		
IIIA. Rebuild Fuel and Emission Components		
IVA. Diagnose Fuel and Emission Systems		
Comments		
AREA OF COMPETENCE #10: PERFORM BODY ADJUSTMENTS AND SERVICE		
IA. Inspect and Adjust Body Components		
IIA. Remove and Replace Body Components		
IIIA. Diagnose Body Problems		
Comments		
AREA OF COMPETENCE #11: PERFORM EXHAUST AND LUBRICATION SERVICE		
IA. Perform Safety Inspection		
IIA. Perform Exhaust and Lubrication Service		
IIIA. Diagnose Exhaust System		
Comments		
AREA OF COMPETENCE #12: PERFORM RELATED SUBJECT ACTIVITIES		
I. Demonstrate Prescribed (OSHA) Safe Work Practices in Each AREA OF COMPETENCE		
II. Operate Welding Equipment		

	<u>Secondary</u> Grade Year Teacher	<u>Post Secondary</u> Grade Year Teacher
III. Perform Shop Related Skills		
IV. Solve Automotive Math and Related Measuring Problems		
V. Perform Communication Activities		
VI. Maintain Bookkeeping Record of a Small Business		
VII. Perform Management and Business Procedures		
VIII. Solve Customer and Employer Relation Problems		
IX. Participate in Union Orientation		
X. Participate in Supervised Work Experience Training		
XI. Participate in Club Activities		
OTHER		
Comments		

Statements of competencies can be checked at either the secondary or post-secondary level.

V. REPRESENTATIVES

The following Industry Representatives were involved in the development of the task list for this occupational program.

Gary Kruger
Automotive Center
Sears Store
Rochester, Minnesota 55901

Loren Christianson
Sears Auto Center
1297 Brookdale Center
Brooklyn Center, Minnesota

Jerry Kramm
Target Stores
777 Nicollet Mall
Minneapolis, Minnesota 55402

Steve Lutz
Crown Auto Stores
7750 Corporate Way
Eden Prairie, MN 55343

Dennis Foshe
Crown Auto
4308 Central Avenue
Minneapolis, Minnesota 55421

Don Wigley
Wards-Northtown
99 Northtown Mall
Blaine, Minnesota 55434

Wayne Comstock
Comstock Shell
1251 Madison Avenue
Mankato, Minnesota

Dell Fisher
Fisher Oil Company
1830 SE 3rd Avenue
Rochester, Minnesota 55901

Gordon Hicks
Gordy's Standard Service
4701 Excelsion Boulevard
Minneapolis, Minnesota 55416

Odell Coenen
Lighthouse Ford
Highway 10 South
Little Falls, MN 56345

Dick Youngberg
Village Chevrolet Company
16200 Wayzata Boulevard
Wayzata, Minnesota 55391

Bill Linn
Village Chevrolet Company
16200 Wayzata Boulevard
Wayzata, Minnesota 55391

Harvey Field
Anderson Cadillac
7400 Wayzata Boulevard
Minneapolis, MN 55426

Don Greenberg
Greenberg AMC
6415 Highway 10 NW
Anoka, Minnesota 55303

John Engfer
Engfer Automotive
11 West 58th Street
Minneapolis, MN 55419

Bob McNaughton
McNaughton Motors
2513 East 33rd Street
Minneapolis, Minnesota 55406

Bill Sauer
Minnesota Dyno
3620 Harding Street NE
Minneapolis, MN 55418

John Maxwell
Hunter Sales
2266 County Road F
White Bear Lake, MN 55110

Allen Johnson
Minnesota Automotive Wholesalers & Mfgs.
5509 44th Avenue North
Minneapolis, MN 55422

Dick Cossette
Auto Service Council
5431 Lyndale Avenue South
Minneapolis, MN 55419

Burt Morgan
General Motors Training Ctr.
800 North Lilac Drive
Minneapolis, Minnesota 55422

Daryl Thompson
Mining Company
331 South 10th Street
Virginia, Minnesota 55792

Carl Johnson
Johnson Auto Electric
3158 Chestnut
Duluth, Minnesota

John Beutz
Beutz Dodge
2000 No. Front Street
Mankato, Minnesota 56001

Bill Abraham
Metro Auto Dealers Assoc.
Griggs Midway Building
St. Paul, Minnesota 55104

VI. DEVELOPERS

CURRICULUM ARTICULATION PROJECT

Dr. Laura J. Burger, Director
Ms. Deena B. Allen, Research Assistant
Curriculum Articulation Project
Research Coordinating Unit for
Vocational Education
145 Peik Hall
University of Minnesota
Minneapolis, Minnesota 55455

Mr. John Mlinar, Consultant
Curriculum Articulation Project
Hutchinson AVTI
200 Century Avenue
Hutchinson, Minnesota 55350

Mr. Coler Peterson
Rochester AVTI
1926 S.E. Second Street
Rochester, Minnesota 55901

Mr. Robert Poupore
Dunwoody Industrial Institute
818 Wayzata Boulevard
Minneapolis, Minnesota 55403

Mr. Marson Rinckenberger
Agassiz Valley Vocational Center
Crookston Public Schools
Crookston, Minnesota 56716

Mr. Gary Zaudtke
Duluth AVTI
2101 Trinity Road
Duluth, Minnesota 55811

Mr. Dale Hungerford
Suburban Hennepin AVTI
North Campus
9000 North 77th Avenue
Brooklyn Park, Minnesota 55445

Mr. Earl Jenson
Suburban Hennepin AVTI
South Campus
9200 Flying Cloud Drive
Eden Prairie, Minnesota 55343

Mr. Gordon Williams
Post Secondary T & I Supervisor
State Department of Education
550 Cedar Street
St. Paul, Minnesota

Mr. Tom Ryerson
Secondary T & I Supervisor
State Department of Education
550 Cedar Street
St. Paul, Minnesota

Mr. Roger Anderson
Mankato AVTI
Mankato, Minnesota 56001

Mr. Howard Olson
Viking Vocational Center
New Ulm, Minnesota 56073

Mr. Vern Skredvet
Bemidji AVTI
Roosevelt and Grant
Bemidji, Minnesota 56601

Mr. Ken VanMeter
St. Paul Transportation Center
731 Raymond
St. Paul, Minnesota 55114

Mr. Vernon L. Westbrook
John Marshall High School
Rochester, Minnesota 55901

Mr. Ronald Felt
Mayo High School
Rochester, Minnesota 55901

VII. PROGRAMS IN THE STATE



AUTO MECHANICS TRAINING IS OFFERED AT MOST SECONDARY AND POST-SECONDARY VOCATIONAL TECHNICAL INSTITUTES IN MINNESOTA. MANY COMPREHENSIVE HIGH SCHOOLS ALSO HAVE AUTO MECHANICS PROGRAMS.

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