

CLASSIFICATION: AUTOMOTIVE TECHNICIAN

Class Code: 0761-16

Date Established: 10-01-14

Occupational Code: 5-2-7

Date of Last Revision:

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform skilled mechanical and technical work to maintain, troubleshoot, diagnose, and repair a variety of automotive and related equipment, including light to medium duty trucks.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Performs diagnostic, repair and maintenance work on all aspects of vehicles and mechanical equipment related to the agency to which the position is assigned.
- Selects appropriate method of technical and maintenance repair and researches and develops solutions to repair and maintenance problems.
- Diagnoses and troubleshoots vehicle and equipment problems while maintaining knowledge of technology changes and utilizing the internet to research vehicle repair manuals.
- Uses computerized test equipment to troubleshoot, identify and diagnose electrical and mechanical malfunctions.
- Maintains service records and schedules maintenance of all equipment parts.
- Inventories parts needed for vehicles and mechanical equipment related to the agency in which the position is assigned.
- Inspects vehicles and applies state inspection stickers.
- Road tests new and repaired equipment to ensure safety.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications or in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium to heavy work, including continuous physical exertion such as frequent bending, lifting, or climbing.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or G.E.D. equivalent and possession of an Associate's degree in automotive mechanics from a recognized college or technical school.

Experience: Three years' experience as an automotive technician in a large commercial or highway garage or automobile dealership repairing/servicing motor vehicles and related equipment, including light to medium duty trucks. Two additional years of approved work experience may be substituted for the Associate's degree.

License/Certification:

1. Current Operator's license as required for road testing the new or repaired equipment. Any additional license/certification requirements, such as possession of a Commercial Driver's License and air conditioning or motor vehicle inspection certification, must be stated on the supplemental job description and approved by the Division of Personnel prior to posting at the agency level.
2. Must possess certification from the US National Institute for Automotive Service Excellence (ASE), or obtain such certification within one (1) year of employment. Must maintain ASE certification by renewing on a regular basis according to Institute requirements, to include at least one course related to automotive technology.

RECOMMENDED WORK TRAITS: Knowledge of standard practices of methods, tools and equipment of the trade and skill in their use. Working knowledge of computer software such as scan tools used to diagnose fleet equipment component malfunctions. Working knowledge of automatic and standard front end transmissions and electronic fuel injection systems and heating equipment. Working knowledge of the principles of internal combustion engines. Skill in the use of computers and related technology. Ability to use judgment and perform research in order to troubleshoot, diagnose, and research solutions to repair problems. Ability to diagnose problem areas in electronic ignition systems and replace plastic and printed circuits. Ability to install disc brakes and other automotive parts. Ability to understand and effectively carry out oral or written orders. Ability to work with dangerous materials such as high-pressure diesel oil. Ability to establish and maintain relationships with fellow workers, superiors and automobile owners. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.