



Classification: Temporary Technical (Automotive Technician)

Title Code: V09810

Pay Range: Hourly

POSITION SUMMARY: This is an entry level position where the employee performs basic maintenance and mechanical repair of Patrol vehicles. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs basic diagnosis and repair of automotive electrical systems including starting, charging and lighting systems.

Performs basic diagnosis and repair of automotive fuel systems including fuel lines, pumps, tanks and injection systems.

Performs basic diagnosis and repair of automotive HVAC systems.

Performs basic diagnosis and repair of automotive cooling systems.

Diagnoses and repairs automotive steering, suspension, and braking systems.

Performs basic diagnosis and repair of automotive power train electronic control systems.

Performs minor power train repairs to engines, transmissions and drive axles.

Performs minor diagnosis and repair of automotive restraint systems.

Performs minor diagnosis and repair of automotive emissions control systems.

Performs wheel alignments, and diagnosis and repairs minor vehicle frame defects.

Performs basic automotive exhaust system repairs.

Performs preventative and basic maintenance on Patrol vehicles and motorcycles.

Mounts, balances, and repairs tires.

Maintains and installs emergency lighting and sirens.

Fabricates brackets and other small parts necessary for the installation of emergency lighting and sirens.

Cleans and details Patrol vehicles, watercraft, and equipment.

Transports Patrol vehicles to and from dealerships; drives serviced vehicles to ensure they are operating properly.

Picks up, delivers and unloads parts or supplies.

Prepares appropriate paperwork documenting any maintenance or repairs.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade.

Knowledge of automotive systems including but not limited to steering, suspension, brakes, engines, transmissions, drive axles, fuel, cooling, electrical, and engine and body control systems.

Knowledge of the occupational hazards and standard safety precautions of the automotive technician trade.

Skill in the use of tools and in operating equipment, including computer diagnostic equipment, utilized in the automotive technician trade.

Skill in the diagnosis and repair of minor defects in motor equipment.

Skill in performing minor welding tasks using oxyacetylene and electric arc welding equipment.

Ability to document repairs to and parts used on Patrol vehicles.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to lift at least 50 pounds to move parts, tools, and supplies associated with a garage facility.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent. Successful completion of a two-year automotive repair course or two years of experience in a position where the primary responsibility is automotive repair.

NECESSARY SPECIAL REQUIREMENTS: Possess or obtain and maintain a valid Driver's License.

Must be at least eighteen years old at the time of appointment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.