

County of Humboldt Job Specification
AUTOMOTIVE TECHNICIAN I/II
Classification 0228A/B



DEFINITION

Under immediate (Automotive Technician I) to general (Automotive Technician II) supervision, inspects, maintains, repairs, and services vehicles; operates a variety of hand, power, and shop tools; prepares and maintains records of service and repairs and time and materials used in each project; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Automotive Technician I) to general (Automotive Technician II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Automotive Technician I: This is the entry-level classification in the Mechanic series. Initially under close supervision, incumbents learn and perform routine maintenance and repair of a wide variety of motorized equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Automotive Technician II: This is the fully qualified journey-level classification in the Mechanic series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Automotive Technician I/II classification series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I-level) positions.

- Performs skilled maintenance and repair of various types of vehicles and equipment with gasoline and diesel engines.
- Replaces various types of brake system components such as brake shoes, disc brake pads, machines drums and rotors and related brake maintenance work.
- Diagnoses and repairs driveline components such as drive shafts, clutch assemblies, universal joints, and related components.
- Repairs and maintains manual and automatic two-wheel drive and four-wheel drive transmissions, differentials and related components.
- Diagnoses, maintains. and repairs various steering systems, hydraulic and electric assist types.
- Diagnoses and repairs electrical systems, starting systems, charging systems, cooling systems, heating and air conditioning systems and general control systems.
- Diagnoses, maintains and/or repairs engine lubrication and fuel systems, electrical functions and emission control devices including computer diagnostics and test equipment operations.
- Conducts detailed safety inspections and reports on status in accordance with regulations stipulated.
- Designs, fabricates and installs repair parts for vehicles.
- Conducts road tests and quality control checks of repairs as required.
- Performs emergency road calls and field repairs as required.
- Reads and interprets manuals, drawings, schematics, troubleshooting guides and specifications provided from manufacturer.
- Makes oral and written reports of work performed; completes forms and keeps accurate maintenance records.
- Uses and maintains a full set of mechanic tools, hand and power tools, diagnostic test equipment and all shop tools.
- Maintains shop and work areas in a clean and orderly condition and keeps facility secure.
- Observes safe work methods and utilizes safety equipment and personal protective equipment; properly handles and disposes of hazardous materials.
- Performs tire repair and care in the absence of the Tire Repair Specialist.
- Performs related duties as assigned.
- Educates county drivers on the operation of new vehicles and maintenance in new vehicle delivery process.
- Installs, replaces and repairs of various special emergency warning equipment, including law enforcement and public works vehicle warning lights, beacons, strobe lamps, 2-way radios and related components, special vehicle interior cages, barricades and law enforcement specialty seats or other special vehicle requirements.
- Performs cooling system flush using automated machine and additives.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Operation and maintenance of a variety of hand, power, and shop tools and equipment common to the field, including electric arc and gas welding equipment.
- Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of general vehicles and equipment in course of duty assignments.
- Safe work methods and safety regulations pertaining to the work.
- Troubleshoot and determine appropriate action in the maintenance and repair of equipment.
- Basic mathematical principles
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Diagnose and repair a wide variety of vehicles.
- Operate and maintain a variety of hand, power, and shop tools and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Read and interpret manuals, specifications, and drawings.
- Read and interpret electrical schematics and fabrication blueprints.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Inspect the work of others and maintain established quality control standards.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Automotive Technician I: two (2) years of experience in the maintenance and repair of vehicles.

Automotive Technician II: two (2) years of experience in the maintenance and repair of vehicles at a level equivalent to the County's classification of Automotive Technician I.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard shop setting.
- Use standard office equipment, including a computer, and to operate a motor vehicle to visit various County sites.
- Strength, stamina, and mobility to perform light to medium physical work, to work around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Standing and walking in operational areas to identify problems or hazards is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

- Employees work in a maintenance shop environment and are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).