



CLASSIFICATION NO. 430
Revised: 5/77, 7/94
FLSA: Non-exempt
EEO: 8

AUTOMOTIVE SERVICE TECHNICIAN

CLASS CHARACTERISTICS

Under general supervision, to lubricate and service automotive equipment, machinery, and other construction equipment; to repair and replace tires; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Automotive Service Technician performs manual, semi-skilled work in the Fleet Services Division of the Department of Transportation and Development. Incumbents service and maintain County owned vehicles and equipment, including automobiles, trucks, tractors, and other road construction equipment, performing routine servicing duties involving fuel, oil, grease, water and air, minor maintenance repairs and general tire servicing.

The Automotive Service Technician differs from the Mechanic which maintains, repairs and overhauls engines and operating systems on automotive, road construction and other equipment. It also differs from the Autobody Repair Technician which repairs, reconstructs, and paints damaged auto bodies and fenders.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Services vehicles and equipment; checks and changes oils, fluids, filters, fan belts, hoses, windshield wiper blades, lights and turn signals; checks level and replaces radiator coolant and windshield washer fluid; checks and services batteries; cleans interior and exterior of vehicles and equipment.
2. Performs tire servicing duties; changes car, truck, and construction equipment tires; repairs, or replaces tires; inspects tire condition and wear and maintains proper inflation pressure; balances tires as necessary.
3. Conducts minor preventive maintenance inspections while servicing vehicles; identifies and reports problems to mechanics; checks vehicle for excessive use of oil, water and transmission fluid; identifies steering and brake problems; assists mechanics in maintenance and repair functions as necessary.
4. Maintains service records regarding vehicles and equipment; documents work performed, materials used and mechanical defects on each project using computerized systems.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Service maintenance requirements for automotive and road construction equipment; automotive lubricating and tire care and replacement practices; basic preventative and corrective maintenance inspection practices and methods; laws and safety practices in the operation of automotive vehicles; basic automotive shop and safety procedures and practices; basic tools and materials of the automotive repair trade.

Skill to: Safely operate automotive servicing equipment and pneumatic and hydraulic tools, such as jacks, lifts, wrenches, grease guns, cleaning materials and tire tools; perform vehicle servicing according to standard automotive shop procedures and practices; change or add vehicle fluids and lubricate parts; change, inflate and balance tires; move vehicles and equipment to appropriate servicing locations; follow written manuals and instructions; identify potentially dangerous and damaging automotive conditions; establish and maintain effective working relationships with County and other agency employees; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Positions require frequent walking, kneeling, bending, twisting, grasping, fine motor control, and the ability to lift up to 90 pounds, carry up to 40 pounds, and push/pull 80 pounds. Duties also involve exposure to fumes, solvents, chemicals, heat, and noise.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 2/24