



## City of Irving Job Description

### Senior Automotive Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Fleet
<b>Job Code:</b>	21112	<b>Reports To (Job Title):</b>	Fleet Services Foreman or Fleet Section Chief

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#### **PURPOSE**

To perform the skilled mechanical tasks that are involved in the maintenance and repair of specialized City vehicles and equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Inspect and locate mechanical difficulties on City vehicles and equipment.
- Verify complaints related to malfunctioning equipment.
- Work with department staff to diagnose and repair equipment.
- Manage contracts with outside vendors.
- Order parts and supplies.
- Provide information used to write estimates, work orders, and requisitions.
- Perform restoration to the interior and exterior of vehicles.
- Repair or replace drive lines, electrical systems, brake systems, radiators, motors, and air conditioning compressors.
- Conduct state vehicle inspections.
- Rebuild, overhaul, and tune up engines.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Use proper safety precautions related to all work performed.
- Maintain cleanliness of work area.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise a broad range of other employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to completion of 12<sup>th</sup> grade plus some vocational training in automotive repair work.

### **EXPERIENCE**

- At least three (3) years of experience in the servicing and repairing vehicles and equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license.
- Class B Commercial Driver's License (CDL) within six (6) months of hire.
- Must have all eight (8) ASE certifications for light (A1-A8, Master Certification) and/or six (6) for heavy (T2-T7, Master Certification) within six (6) months.
- State Motor Vehicle Safety and Emissions Inspector License.
- EPA/IMACA Refrigerant License.
- Forklift Operator's Safety Permit.

### **KNOWLEDGE OF**

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

### **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Speech Recognition:** Identifying and understanding the speech of another person.
- **Oral Expression:** Communicating information and ideas in speaking so others will understand.
- **Written Expression:** Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- **Problem Analysis:** Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- **Self-Management:** Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Internal customers only.

## **EQUIPMENT AND PROPERTY**

Drives a city vehicle on a daily basis.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee frequently is required to balance, carry, climb, drive a vehicle, grasp, handle, feel, push, pull, reach, see, stand, talk, and/or walk. Occasionally, s/he is required to lift up to 50 pounds and/or sit. In rare instances, s/he is required to run and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme vibration, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.