



City of Irving Job Description

Automotive Technician I

FLSA Status:	Non-Exempt	Job Department:	Fleet
Job Code:	21262	Reports To (Job Title):	Fleet Services Foreman or Fleet Section Chief

PURPOSE

To perform the skilled mechanical repair tasks that are involved in the maintenance and repair of 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 heavy equipment.
- Order parts and supplies.
- Provide information used to write estimates, work orders and requisitions.
- Perform body work and 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

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

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

EDUCATION

- Equivalent to completion of 12th grade, *plus* some vocational training in automotive repair work.

EXPERIENCE

- At least two (2) years of relevant experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license.
- 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.
- 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.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Interacts with shop employees and internal customers. Has some occasional contact with vendors

EQUIPMENT AND PROPERTY

An assortment of tools used while performing automotive repair.

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 constantly is required to balance, carry, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, push, pull, reach, see, stand, talk, and/or walk. Frequently, s/he is required to climb, crawl, smell, and/or stoop. S/he occasionally is required to kneel, sit, and/or lift up to 100 pounds.

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.