

HRSD

Position Description: Automotive Technician

Section I. Position Reference Information

a.	Department	Operations
b.	Division	Support Systems
c.	Position Title	Automotive Technician
d.	Immediate Supervisor	Automotive Foreman
e.	Work Center	South Shore/North Shore Automotive Shop
f.	Grade	5d-5

Section II. Position Summary

Under broad guidance, the Automotive Technician is responsible for:

- Perform repairs and maintenance to automotive and engine-powered equipment used by HRSD
- Trouble shoot and repair gasoline, natural gas, propane, and diesel engines
- Communicate effectively with internal and external contacts
- Participate in a team-oriented environment to meet the needs of HRSD

Section III. Examples of Position Duties

- Maintains fleet integrity by utilizing HRSD's preventive maintenance program
- Interfaces with all customers requiring automotive work
- Completes work orders and maintain equipment records
- Troubleshoots and repairs mechanical, electrical, pneumatic, hydraulic, and on-board computer problems
- Uses computer maintenance management software (CMMS) daily
- Performs other duties as assigned

Section IV. Position Contacts

a. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Automotive Foreman	Communicate status of assigned work orders	Daily
Automotive Technicians	Work as a team to complete assigned work	Daily
Automotive Superintendent	Communicate work status as needed	Weekly
Support Systems Manager	Communicate work status as needed	Monthly
HRSD personnel with vehicles or equipment in need of repairs	Field driver and operator complaints as needed to repair vehicles and equipment	Daily

b. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Automotive Parts Vendors	Receive parts and check for accuracy	Daily

Section V. Position Accountabilities and Expectations

- a. Compliance – All of HRSD policies/procedures and other legal requirements are followed 100% of the time
- b. Timeliness – Complete work in a safe and timely manner in all situations (In the Shop or in the field)
- c. Customer Satisfaction – Zero customer complaints for all work completed
- d. Supports a diverse work environment where differences are embraced and accepted

Section VI. Working Conditions

- a. Must be able to work in a team-oriented culture
- b. Must have the ability to work overtime and non-day shifts as needed
- c. Must be immediately accessible by telephone in order to respond to emergencies according to a Stand By schedule or as announced

Section VII. Physical Requirements

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must be able to lift loads up to 50 pounds
- c. Must have the ability to lift, climb, walk, and stand over 50% of the time
- d. Must be willing to work around hazardous materials
- e. Must be able to identify colors
- f. Must be willing to work in OSHA designated noise environment (>85 decibels)

Section VIII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

Section IX. Qualification Standards

- a. Education
 - 1. Required
 - a) HS Diploma or GED
 - b) Completion of classroom and On-the Job training of HRSD's Apprenticeship program for Automotive Technician, or equivalent, as determined by HRSD's Apprenticeship Committee
 - 2. Desired
 - A certified ASE Master Automobile or Diesel Truck Technician
- b. Experience
 - 1. Required
 - Minimum 2 years technical experience in automotive/maintenance field
 - 2. Desired
 - Minimum 2 years experience working with a medium size fleet (over 100 vehicles) and automotive repair team
- c. Training Levels
 - Personnel are fully qualified at Grade 5 with the appropriate education, experience, and certifications. The following training levels have been established for those who do not meet the fully qualified requirements; however the fully qualified level must be consistently pursued and attained within 4 years of appointment

- 5a – Completion of 3rd year apprenticeship program (classroom & OJT) **OR** 3 years experience and completion of 6 ASE or equivalent tests for Automobile or Diesel Truck Technician
- 5b – Completion of 2nd year apprenticeship program (classroom & OJT) **OR** 2 years experience and completion of 4 ASE or equivalent tests for Automobile or Diesel Truck Technician
- 5c – Completion of 1st year apprenticeship program (classroom & OJT) **OR** 1 year experience and completion of 2 ASE or equivalent tests for Automobile or Diesel Truck Technician
- 5d – Basic entry-level requirements

Notes:

- 1. An individual may accelerate training levels with the completion of the required ASE testing to certify the knowledge and skills required for the next training level.
- 2. ASE Equivalent automotive industry tests and certifications must be specifically approved by the Automotive Superintendent and Apprenticeship Committee.

d. Job-specific Technical Competencies

Required

- a) Ability to plan and execute repairs on automotive equipment, heavy trucks, heavy equipment and diesel generators
- b) Skill in troubleshooting mechanical, electrical, pneumatic, hydraulic and on-board computer systems
- c) Knowledge of mechanical, electrical, pneumatics, hydraulics, and computer systems used in automotive equipment, heavy trucks, heavy equipment and diesel generators
- d) Knowledge of HVAC Refrigerant & Recovery
- e) Ability to understand and follow oral and written instructions
- f) Ability to use hand held scan tools and laptop computers in troubleshooting HRSD's vehicles and equipment

e. Special Licenses

1. Required

- a) Valid Commercial Driver's license with Class A designation from state of residence (must be obtained with 6 months of appointment to the position)
- b) Virginia State Inspection License Class A (unlimited) (required within two years of appointment to the position)

3. Desired

Valid Commercial Driver's license with tank and Haz-Mat endorsements