

CLASS SPECIFICATION FOR
Automotive Equipment Technician

GENERAL STATEMENT OF DUTIES: This is responsible semi-skilled work in performing preventive maintenance and safety inspections, adjustments and routine repairs on automotive equipment, including fire apparatus; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for semi-skilled tasks in performing preventive maintenance and safety inspections on school buses, sedans, trucks, fire apparatus, and other automotive equipment and also performs adjustments, tune-ups, replacement of parts, repairing of tires and other minor repairs. The employee works under general supervision using some independent judgment as to repairs needed to be made, completing the more routine repairs and adjustments. An Automotive Mechanic Foreman or other supervisor may check the work in progress or test running condition of equipment after work is completed.

EXAMPLES OF WORK (illustrative only):

- Performs school bus preventive maintenance and safety inspections using a check-list and prescribed procedures and techniques;
- Makes adjustments to clutches, brakes, lights;
- Performs minor tune-ups;
- Replaces external parts such as generator, alternator, starter, cylinder, hoses, valve bodies;
- Removes tires, changes patches, inflates, balances and replaces tires on cars, trucks, fire apparatus and construction equipment;
- Repairs large truck tires, engineering-equipment tires and flotation tires, including those mounted on split rims;
- Removes, rebuilds and installs springs;
- Performs other minor or less-complex repairs and adjustments, including lubrication, oil and filter changes;
- Assists mechanics in major or more-complex repairs;
- Cuts and installs glass in buses, trucks, automobiles, and fire apparatus;
- Repairs automotive, fire apparatus, and bus seats and installs seat covers;
- Maintains simple records;
- Keeps working area and grounds clean;
- Responds to road when necessary;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of standard practices and equipment of the automotive mechanic trade; some knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair on fire apparatus and automotive equipment; good knowledge of the occupational hazards and safety precautions of the trade; ability to understand and carry out complex oral and written instructions; ability to adapt available tools and repair parts to specific repair problems; skill in the use and care of hand and machine tools employed in motor repair and adjustment work; skill in adjusting defects in automotive and fire apparatus equipment; mechanical aptitude; physical condition which permits such activities as heavy lifting, bending, driving and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of the tenth grade and two (2) years of semi-skilled work experience servicing automotive and/or fire apparatus equipment; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Automotive Equipment Technician (continued)

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.