

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Automotive Technician III	Job Code: 2306
Date: November 21, 2019	EEO Code: SC
FLSA Designation: Non-Exempt	Civil Service: Covered (UC)

DEFINITION: This is advanced journey-level technician work within Public Works, with responsibility to diagnose and repair various vehicles, equipment, and accompanying systems.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to the Fleet Maintenance Supervisor and perform all tasks under minimal or no supervision. This work differs from that of lower-level automotive technicians by its responsibility to perform highly complex repairs with minimal or no supervision and to function as a lead worker as needed. *Note: Employees are eligible for advancement in the career series as directed by policy.*

ESSENTIAL DUTIES: Under minimal or no supervision, diagnose and perform highly complex major and minor engine repairs on both light and heavy equipment including the inspection and replacement of broken or worn parts; inspect, diagnose, repair, rebuild, troubleshoot, clean, adjust, and install electrical, cooling, heating, steering, fuel, hydraulics, and ignition systems; repair, clean, and rebuild engines; repair and replace a variety of automotive parts including, but not limited to, fuel pumps, fuel injectors, spark plugs, starter motors, distributors, alternators, generators, voltage regulators, wiring switches, batteries, radiators, thermostats, and water pumps; maintain and inspect aerial equipment, and refuse truck/packer hydraulics systems; repair vehicle body and chassis parts using hand and power tools, welding equipment, cutting tools, and other specialized fabrication tools; diagnose and repair vehicle suspension issues; install, wire, and place emergency lighting and other equipment as needed in first responder vehicles and equipment; recommend proper repair or replacement methods; use and interpret readings of various electronic testing equipment; read and interpret complex schematic diagrams; respond to road calls and perform emergency field repairs; assist in EVT repairs.

Perform and inspect scheduled preventive maintenance work on diesel and gasoline vehicles, tractors, mowers, generators and other equipment as needed; check and replenish fluid levels; replace hoses, belts, batteries, wiper blades, bulbs, and lamps; inspect, diagnose, and repair hydraulic and air brakes; perform general tune-ups, wheel balancing, and alignments; clean vehicles; prepare new vehicles and equipment for service and strip old vehicles for salvage; perform tire inspections; rotate, mount and balance tires for vehicles and equipment; perform safety inspections on vehicles in accordance with relevant laws, codes, and regulations; road test vehicles and equipment; maintain a variety of records and work logs; order parts and supplies as directed; provide guidance to lower-level automotive technicians on more complicated repairs; advise and assist in the correction of any vehicles or equipment returned to the shop for workmanship issues; provide training on safety, repair, and vehicle operation as needed; may assist supervisor in personnel issues and performance appraisals; as needed, function as supervisor during supervisor's absence; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma and five (5) years of documented experience in repair and maintenance of automotive, truck, or heavy equipment systems **OR** an equivalent combination of job-related education/training [substituting each one (1) year of training for six (6) months of experience].

License(s)/Certifications: A valid, lawful Utah commercial driver's license with air brakes endorsement is required. Must obtain Utah State Vehicle Inspector's certificate and Utah County Vehicle Emissions Inspector's certificate.

SELECTION FACTORS: *Knowledge of:* routine and complex vehicle and equipment service

procedures; methods, techniques, parts, tools, and materials used in the diagnosis, repair, and maintenance of diesel, gasoline, and alternate fuel powered vehicles and their associated systems; principles of electrical conduction and insulation; hydraulic system design and repair; occupational hazards and safety standards applicable to the work; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; vehicle and equipment lubrication systems; basic English composition, spelling, and grammar; terminology common to the work; computer applications and programs specific to responsibilities. **Skill in:** both verbal and written communication; operating a wide variety of hand tools, power tools, and specialized shop tools and equipment; testing completed work; reading and interpreting manuals, specifications, and drawings; finding solutions to complex mechanical problems; learning computer software offered by manufacturers and Fleet management software; directing the work of others; practicing trust-building behaviors. **Ability to:** follow established safety regulations and oral and written instructions; analyze a variety of data points to make recommendations on a proper course of action; perform basic mathematics; organize assigned work and develop effective work methods; assist and train other automotive technicians on more complex repairs; maintain appropriate work records and logs; work effectively on individual or team projects; develop and maintain effective working relationships and demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service; keep a clean and organized work space.

TOOLS AND EQUIPMENT USED: Variety of hand tools, air tools, jacks, tire machine, electrical test equipment, motorized vehicles, forklift, personal protective clothing and devices, computer, office equipment, tablets, and job-related software programs. *Note: Incumbent must provide own hand tools. Specialized tools to be provided by the City.*

PHYSICAL DEMANDS: Regularly walk, stand, stoop, crawl, climb, kneel, crouch, balance, or sit for extended periods of time; regularly lift, carry, push, pull, or otherwise move objects weighing up to 75 lbs., use tools or equipment requiring a high degree of dexterity; have ability to see up close, at a distance, color, peripherally, depth, and in focus, work for sustained periods of time maintaining concentrated attention to detail.


ENVIRONMENTAL FACTORS: Work is performed in a motor shop and in the field and includes exposure to fumes, noxious odors, hazardous chemicals, dust, mists, gases, and poor ventilation that could affect the respiratory system, eyes, or skin. Work is performed in a noisy environment. Work exposes the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, and/or machinery. Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires the use of personal protective devices such as masks, goggles, gloves, and similar items.



 Department Director

11/20/19

 Date



 Mayor/Chief Administrative Officer

11/21/2019

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.