



AUTOMOTIVE TECHNICIAN LEAD

224

Jamestown
1607

DEPARTMENT: General Services/Fleet and Equipment Maintenance

NATURE OF WORK:

Performs difficult and complex maintenance and mechanical repair work on diversified gasoline and diesel vehicles and heavy equipment. Serves as lead worker; oversees daily activities of Automotive Technicians. Acts in the absence of the Fleet Maintenance Administrator. Exercises considerable initiative and independent judgment in completing assigned duties to ensure the safety and operability of County-owned equipment. Duties are performed under supervision of the Fleet Maintenance Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Prioritizes and issues work orders.

Identifies sublet repairs.

Performs essential functions of Fleet and Equipment Technicians.

Participates and assists in the maintenance, repair, and modification of County-owned vehicles and equipment; ensures adherence to established maintenance schedules for County equipment.

Performs quality control checks on completed repairs selected randomly.

Answers phones and assists visitors and customers; notifies user departments of status of their vehicles; talks with vendors and contractors to arrange sublet and contracted maintenance and repairs.

Provides technical assistance and direction to mechanics on difficult or unusual problems involving equipment repairs.

Performs advisory and technical work in the operation of the County vehicle and equipment maintenance program.

Administers Virginia State Inspection Program, shop Haz-Mat Program, and OSHA regulations/programs, ensuring compliance with all applicable rules and regulations.

Identifies and schedules outside training classes for technicians.

Prepares and conducts training and safety meetings.

Researches and prepares specifications for new tool and equipment purchases.

Inspects new tools for conformity to specifications.

Attends a variety of schools directed to maintain knowledge of troubleshooting and repair of gasoline and diesel vehicles and heavy equipment, as well as State Inspection and Clean Air Act requirements.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and notifies any unsafe work condition or practice to supervisor.

May be assigned to report to work to serve customers during emergency conditions. May be assigned to report at a different time and locations and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily indoors at the County garage. Requires frequent lifting. Operates a variety of hand and power tools, and equipment. Drives a variety of County vehicles and heavy equipment, including buses, large trucks, forklifts, backhoes, and combination vehicles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge in the repair and maintenance of gasoline and diesel engines.

Knowledge of service procedures pertaining to air, hydraulic, vacuum, and electric braking systems.

Knowledge of operational and safety procedures in operating heavy and light duty towing vehicles.

Knowledge of hydraulic system repairs to include hose fabrication, pump overhaul, control valve service, and circuitry.

Knowledge of computer-based operating systems used in the automotive fleet industry.

Skill to efficiently and accurately diagnose gasoline and diesel engine problems and to repair and maintain them.

Skill to efficiently and accurately remove and install major unit components such as engines, transmissions, axles, etc.

Ability to establish harmonious working relationships with coworkers and others.

Ability to provide guidance and leadership to others.

Ability to understand and carry out detailed oral and written instructions.

Ability to use and safely operate a wide variety of hand and power tools associated with the automobile/heavy equipment trade.

Ability to plan and conduct job related training.

Ability to perform computer data entry to account for repair time spent and flat rates charged.

Ability to formulate, fabricate, and maintain special vehicles and equipment to fill the needs of user departments.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent supplemented by vocational or technical course work in the repair and maintenance of automotive equipment and components; extensive experience in automotive repair, including lead or supervisory experience; or, any combination of training and experience which provide the required knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer physical.

Requires a post-offer drug test.

Requires a post-offer driving record check.

Requires a periodic physical.

Must possess:

- Virginia State Vehicle Safety Inspector certification.
- Training and certification by a US EPA-approved organization in the use of recycling equipment in compliance with industry standards, regulatory requirements, refrigerant containment, and the effects of ozone depletion.
- Virginia Class A Commercial Driver's License and have an acceptable driving record based on James City County's criteria.

Must provide own hand tools.

Date: March 2009

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Automotive Technician
Department: General Services

Position Number: 224
Division: Fleet and Equipment Maintenance

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Small component repair, soldering, tightening, assembly, etc.

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input checked="" type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input checked="" type="checkbox"/> 3-4
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand					✓			✓	
Sit	✓								
Walk					✓			✓	
Run	✓								

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other: _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Small Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Large Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck w/Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy Bus Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			