

**Classification Title: Vehicle Technician**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Assists Master Mechanics with the maintenance and repairs to the County's fleet vehicles including emergency response units, sedans, SUVs, pickup trucks, 1 - 12 ton loaded trucks, trailers, motorcycles and equipment. Prepares new vehicles for delivery. Maintains records and makes service calls.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

| S Sedentary   | L Light  | M Medium  | H Heavy   | V Very Heavy   |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions  |
|---|------|--|
| 1 | H    | Maintains and repairs vehicles such as cars, trucks and emergency response vehicles.   |
| 2 | M    | Inspects vehicles and maintains inventory of inspection stickers. Operates inspection station computer and emissions system testing equipment.                                   |
| 3 | M    | Ensures new vehicles are checked in and prepared for use. Verifies proper operation prior to customer delivery. Delivers and picks up vehicles to and from designated locations. |
| 4 | M    | Assists with the disposing of surplus vehicles and associated documents.   |

**CLASSIFICATION REQUIREMENTS:**

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|---|---|
| Education                                   | High School Diploma.  |
| Experience                                  | Two years experience in auto mechanics.                       |
| Equivalent Education & Experience Accepted? | Yes   |
| Certification and Other Requirements        | Valid driver's license, Specialized licenses may be required. |
| Reading                                     | Intermediate  |
| Math  | Intermediate  |
| Writing                                     | Intermediate  |
| Managerial                                  | Receives Direction.   |
| Budget Responsibility                       | Has no budget responsibility.                                 |

| CLASSIFICATION REQUIREMENTS            |   |
|--|---|
| Supervisory / Organizational Control   | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.  |
| Interpersonal / Human Relations Skills | Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | Light  | Medium  | Heavy X   | Very Heavy   |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Forklift, brake lathe, tire balancer and mounter/dismounter, emission control inspection station, diagnostic equipment, air conditioning reclaim recover and recharge stations, alignment machine, computers, printers and related software

| PRIMARY WORK LOCATION                   |                     |
|---|---------------------|
| Office Environment                      | X Shop              |
| Clinic                                  | Vehicle             |
| Recreation Centers/Neighborhood Centers | Warehouse           |
| Outdoors (see 1 below)                  | Other (see 2 below) |

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, safety shoes and vest, eye and hearing protection, dust mask, gloves