

AUTOMOTIVE TECHNICIAN

GENERAL RESPONSIBILITIES

The position is responsible for inspecting, repairing and maintaining buses, automobiles, trucks and equipment.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Repair transmissions, electrical problems, emission problems, starters, brake problems, steering problems, suspension problems.
- Perform routine maintenance, 10,000-mile check up, maintenance calls on road.
- Train automotive servicemen.
- Repair and cut glass (i.e., windshields, side and rear windows).
- Overhaul gasoline and diesel engines.
- Inspect and repair hydraulic and air brake systems; inspect and repair exhaust systems.
- Repair and overhaul standard and automatic transmissions.
- Repair and overhaul front end components including power steering pumps and gearboxes.
- Check front-end alignments and balances tires; check engine oil levels.
- Replace king pins and bushings; check front-end alignment and balances wheels.
- Troubleshoot electrical problems and make repairs; troubleshoot, maintain and repair tractors, backhoes, forklift and other grounds maintenance and warehouse equipment.
- Repair and overhaul fuel systems; act as a road mechanic, diagnose mechanical problems and perform a variety of repairs on the road; weld using electrical and gas welding equipment.
- Perform upholstery and window glass repair.
- Perform body and fender repair and sheet metal and fiberglass work of vehicular fleet.
- Inspect and repair lighting systems; perform preventive maintenance activities on a regular basis.
- Perform annual state inspections; perform required periodic preventive maintenance inspections on buses.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the methods, tools and equipment used in the repair of buses, automotive passenger cars, trucks and maintenance equipment; general knowledge of and skill in the use and operation of shop tools and machinery; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

High school graduate or GED. Valid Virginia State Police issued State Inspectors License. Considerable experience in repairing buses, trucks or automotive equipment.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift articles up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Commercial Driver's License within 90 days.

FLSA status: Non-exempt	Description: Rev. 6/00
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