



Career Service Authority
Automotive Service Technician

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GENERAL STATEMENT OF CLASS DUTIES

Services and performs routine maintenance on automotive equipment.

DISTINGUISHING CHARACTERISTICS

Automotive Service Technician is an entry level classification that is responsible for performing routine maintenance on automotive equipment under the supervision of an Assistant Heavy Equipment Mechanic. The Heavy Equipment Service Technician performs entry level work on medium and heavy diesel vehicles.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility

ESSENTIAL DUTIES

Inspects equipment for structural integrity, abnormal parts wear and other potential safety and/or mechanical problems. Reports problems to supervisor for resolution and for instructions.

Removes, repairs, and replaces wheels and tires on medium and lightweight vehicles.

Maintains proper fluid levels of all systems and reports to supervisor if minor repairs are needed.

Cleans interior and exterior of automotive equipment.

Maintains maintenance records on equipment regularly serviced.

Utilizes a computer to enter and retrieve data.

By assignment, performs routine repairs and tests as directed by a supervisor.

By assignment, performs field service repair on automotive equipment such as replacing tires, batteries, belts, hoses and thermostats.

By assignment, performs State emissions testing.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material, which is appropriate for the intended persons.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Mathematical Reasoning – Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

Interpersonal – Considers and responds appropriately to the needs, feelings, and capabilities or others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

Computer Systems – Utilizes a computer to enter and retrieve data.

Customer Service – Works and communicates with customers to satisfy their expectations and is committed to quality service.

Knowledge of automotive maintenance sufficient to be able to repair, maintain and replace worn and common parts on automotive equipment.

Skill in establishing and maintaining effective working relationships with other employees.

Skill in recognizing faulty and abnormally functioning automotive equipment, tires, tubes, and wheels.

Skill in understanding and following oral illustrated written or demonstrated instructions.

Skill in performing tire changes and repairs.

Skill in understanding and following oral illustrated written or demonstrated instructions.

Skill in understanding and applying oral, written illustrated or demonstrated instructions.

Skill in organizing and maintaining maintenance records and reports.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different

Working Environment:

May be exposed to hazardous chemicals.
Exposure to infections and contagious diseases
Subject to hazards of flammable, explosive gases

Education Requirement:

Graduation from high school or possession of a GED Certificate and completion of an automotive technician-training course desired.

Experience Requirement:

One year of experience in automotive lubrication and tire repair in a service station or garage.

Equivalency:

A certificate or diploma from a recognized automotive vocational school or similar institution with major course work in automotive service and repair may be substituted for the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application. By assignment requires possession of a Colorado Emissions License by the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/95

REVISED DATE: 7/16/03

REVISED BY: Joe Boyersmith

CLASS HISTORY: As a result of an annual classification maintenance review class specification is revised into new format.