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| <b>Job Class Code: 4730</b> | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Hourly</b>    | <b>EEO Category: 7</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to maintain City motorized vehicles and equipment. The class is responsible for preventive maintenance, minor repairs, vehicle modifications, maintenance documentation, and parts inventories. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

| <b>TYPICAL TASKS</b>   |  |
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| <ul style="list-style-type: none"> <li>• Inspects vehicles and equipment and performs preventive maintenance.</li> <li>• Performs routine minor maintenance such as tire change, timing, adjusting, and lubricating.</li> <li>• Performs servicing of vehicles such as changing tires, batteries, wiper blades, or other.</li> <li>• May perform vehicle modification such as installing or removing special equipment, or other modifications.</li> <li>• Performs shop or area maintenance such as general clean up.</li> <li>• Prepares documentation for maintenance activities such as repairs, parts used, cost, and other information.</li> <li>• Provides advice and assistance to vehicle or equipment operators as necessary.</li> <li>• Performs other related duties as assigned.</li> </ul> |  |

| <b>GENERAL STANDARDS</b>                |  |
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| <b>Data Involvement</b>                 | Summarizing information in accordance with a prescribed plan, to facilitate the identification and extraction of useful information.   |
| <b>Interpersonal/People Involvement</b> | Speaking or signaling to people to convey or exchange information of a general nature.   |
| <b>Reasoning Requirements</b>           | Performs semi-skilled to skilled work involving set procedures solving problems frequently.  |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.   |
| <b>Language Requirements</b>            | Reads technical instructions, regulations, procedure manuals, or work orders; composes routine reports and forms with proper format; speaks using compound sentences with normal grammar and word form.  |
| <b>Mental Requirements</b>              | Performs manual and technical tasks requiring a wide range of procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| <b>Decisions/Supervisory Control</b>    | Makes a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.  |

| <b>EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS</b> |   |
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| <b>Vocational/Educational Requirement</b>              | Requires completion of 10th grade in high school. High school diploma, GED or specialized vocational training is preferred.   |
| <b>Experience</b>                                      | In addition to satisfying the vocational/education standards, this class requires a minimum of six months of related, full-time equivalent experience.  |
| <b>Special Certifications and Licenses</b>             | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Must be able to obtain a Class A CDL, Refrigeration Recovery and Storage Certification, basic Automotive Tire Service (ATS) and (1) ASE Certification within 12 months of hire. |
| <b>Special Requirements</b>                            | Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.  |

City of Chesapeake

Class Title: Automotive Technician I

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 2/22/19