

Position Code: 4740	FLSA Status: Non-exempt
Pay Code: 1	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain City motorized vehicles and equipment. The class is responsible for preventive maintenance, major and 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.

TYPICAL TASKS

- Inspects vehicles and equipment and performs preventive maintenance.
- Inspects, sets-up, and otherwise prepares new vehicles and equipment to be placed in service.
- Performs routine minor maintenance such as tire change, timing, adjusting, and lubricating.
- Performs major repairs such as engine overhaul or transmission repair or replacement.
- Performs servicing of vehicles such as changing tires, batteries, wiper blades, or other.
- May perform vehicle modification such as installing or removing special equipment, or other modifications.
- May perform State safety inspections as required.
- Performs shop or area maintenance such as general clean up.
- Prepares documentation for maintenance activities such as repairs, parts used, cost, and other information.
- Provides advice and assistance to vehicle or equipment operators as necessary.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizing information in accordance with a prescribed plan, to facilitate the identification and extraction of useful information.
Interpersonal/People Involvement	Speaking or signaling to people to convey or exchange information of a general nature.
Reasoning Requirements	Performs skilled work involving rules/systems with almost constant problem solving.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, regulations, procedure manuals, and charts to solve practical problems; composes routine and specialized reports and forms; speaks using compound sentences with normal grammar and word form.
Mental Requirements	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 or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Responsible to guides others, requiring frequent decisions, affecting the individual, the coworkers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but any variations from the routine.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of closely related, full-time equivalent experience.
Special Certifications and Licenses	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 and ASE Certification within

City of Chesapeake

Class Title: Automotive Technician II

probationary period.

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.