

AUTOMOTIVE TECHNICIAN

KIND OF WORK

Technical repair and maintenance of automobile equipment.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for performing varied tasks in repair and maintenance of automotive equipment, including motor tune-up, electrical repair, wheel balancing, transmission adjustment, and minor lubrication and fluid changes. Performs related work as required. This class differs from the Automotive Mechanic in that employees in this class do not make internal repairs on automotive engines or transmissions.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assist with scheduled and unscheduled vehicle maintenance to ensure that vehicles are kept in safe, running order by cleaning and washing vehicles and equipment; changing oil, filters, and greasing vehicles; operating tire changer when repair, rotating, balancing, and mounting tires; removing, gapping, and installing spark plugs and performing simple motor tune-up; replacing wheel bearings; performing valve and lifter adjustment; cleaning and replacing air and gas filters.

Diagnose mechanical defects in automotive equipment to ensure that equipment is operating efficiently by using an engine analyzer, RPM tachometer, vacuum gauge, timing light, distributor bench tester, and other air and electric tools and test equipment; operating motorized vehicles and equipment to perform assigned tasks.

Comply with all regulations, procedures, and policies so that work is performed in a safe manner according to established guidelines by wearing proper safety apparel and understanding safety and health requirements, complying with these at all times; attending and participating in all training programs, safety seminars, and educational opportunities related to automotive repair and maintenance.

Repair electrical equipment and ignition systems to ensure that electrical equipment is performing properly by installing, repairing, and replacing parts; testing and diagnosing non-functional systems.

Repair and maintain turf and snow-removal equipment to ensure that this equipment is available for use and in operating order when needed by sharpening and installing lawn mower blades; changing drive belts; lubricating and cleaning equipment; removing mower decks and installing snow blowers.

Repair automobile bodywork to ensure that auto bodies are kept in working order by removing and replacing damaged or rusted body parts; performing light body work using auto body fillers or sheet metal; sand, clean, and ready vehicles for painting; repair window, door, hood, latch, and window mechanisms.

Road test and check automobiles after repair to ensure that work is performed in a satisfactory manner by driving vehicles; checking automotive equipment for proper functioning.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Automotive repair procedures and techniques sufficient to repair minor equipment failures.

Use of automotive machine and hand tools sufficient to diagnose equipment repair problems.

Arc and acetylene welding sufficient to repair auto body work.

Ability to:

Understand and follow verbal and written instructions sufficient to act upon directions from a maintenance supervisor or foreman.

Maintain simple written records sufficient to track work assignments and follow state documentation requirements.

Detect, diagnose, and repair mechanical defects using precision measuring instruments sufficient to analyze defects and act to repair or replace parts and equipment.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Possession of a valid Class B drivers license from the State of Minnesota must be completed by the date of hire.

Est.: 5/6/64
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TC:
Former Title(s):