



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
AUTOMOTIVE TECHNICIAN I
(LIGHT SHOP)
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position inspects and maintains a variety of light vehicles, specialized equipment, and small engines. Reports to an Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Inspects and performs preventative maintenance on light, specialized equipment, and small engines such as automobiles, police vehicles, motorcycles and related types of equipment.

Performs routine automotive mechanic work such as adjusting and replacing brakes, overhauling wheel cylinders and calipers, routine tune-ups, tire repair and replacement and servicing of automatic transmissions.

May assist with more difficult work such as major engine, transmission, differential repairs, charging systems and hydraulic repairs.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Automotive Maintenance - Knowledge of the methods, tools, and equipment used in the repair of light vehicles, specialized equipment and small engines to include procedures for diagnosing malfunctions as well as the operation and maintenance of assigned vehicles or equipment.
- Safety - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to the operation and repair of vehicles and equipment.

REQUIRED SKILLS

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

- Interpersonal Relationships/Customer Service – Develops and maintains cooperative and professional relationships with employees and the public.
- Computer Skills – Utilizes a personal computer with basic applications.

REQUIRED ABILITIES

- Engine Repair – Utilizes a variety of shop tools and equipment to perform routine repair work of vehicles and equipment.
- Communication – Ability to communicate ideas and verbally and in writing effectively so others will understand, to include interpreting and understanding drawings and technical manuals and preparation of detailed repair operations records. Ability to listen and understand information and ideas being presented verbally and in writing.
- Critical Thinking – Ability to use logic and reasoning to understand, analyze, and evaluate situations to diagnose and repair routine malfunctions of vehicles and equipment.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1-3 years of automotive mechanic experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

Must provide and maintain a full set of hand tools and a locking toolbox.

PHYSICAL REQUIREMENTS

- Tasks require the regular and sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, hazardous materials, toxic agents, machinery, heavy equipment, vibrations, or traffic hazards.