



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
AUTOMOTIVE TECHNICIAN, MASTER
(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 limited supervision, this position performs the most complex automotive and light equipment mechanic work to include hydraulic, electrical, and engine repair. Serves as lead worker. Reports to an Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Performs highly specialized diagnostic and repair work related to computerized ignition and fuel injection systems, automatic transmissions, differentials, steering components, and engines; test drives vehicles and equipment to ensure proper operation and performance. Overhauls and rebuilds mechanical components and systems such as diesel and gasoline engines, transmissions, and electrical, cooling, brake and suspension systems. Designs complex modifications for light vehicles and equipment.

Inspects and performs preventive maintenance on a variety of light vehicles, specialized equipment, and small engines such as automobiles, police vehicles, motorcycles, tractors, mowing equipment and related types of equipment.

Completes and maintains records of servicing operations such as work orders and daily status reports; estimates labor time to complete a job; performs state inspections. Serves as a technical expert; provides work direction and assists the Automotive Technicians as necessary.

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 Repair and Maintenance - Thorough 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 and performing technical repairs 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.

- Supervision - Knowledge of leadership techniques, principles and procedures to provide work direction, supervise, train, and evaluate the work of assigned staff.

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.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology.
- Computer Skills - Utilizes a personal computer with basic applications.

REQUIRED ABILITIES

- Automotive Repair - Utilizes a variety of shop tools and equipment including scan tools and diagnostic equipment to perform difficult to complex repair work of vehicles and equipment.
- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication - Ability to communicate ideas and verbally and in writing effectively so others will understand, to include interpreting and understanding complex drawings and technical manuals and preparation of detailed repair operation records. Ability to listen and understand information and ideas being presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 4 years of journeyman level automotive mechanic experience, or an equivalent combination of education and experience. 1 year experience with the City of Newport News is preferred.

ADDITIONAL REQUIREMENTS

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

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

Master Automotive Service Excellence (ASE) Certification in Automotive or Medium/Heavy Truck is required and must be maintained.

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