



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**AUTOMOTIVE TECHNICIAN**  
(GOLF COURSE)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position performs skilled mechanic work on a variety of Golf Course maintenance equipment, motorized tools, and small equipment. Reports to the Golf Course Superintendent.

There are two (2) levels of Automotive Technician distinguished by the level of work performed and the qualifications of the employee.

### **ESSENTIAL JOB FUNCTIONS**

Inspects and performs preventive maintenance on a variety of mowing equipment and small engines such as tractors with attached mowers, generators, walk-behind mowers, chainsaws and weed eaters.

Performs highly specialized work such as diagnosing and repairing difficult problems related to rebuilding engines and tire repair. Installs various devices and modifications to vehicles and equipment as appropriate.

Researches, orders, and receives parts, equipment, materials, and supplies as needed. Test drives vehicles and equipment to ensure proper operation and performance. Maintains equipment inventory. Completes and maintains records of servicing operations such as work orders and daily status reports; estimates labor time to complete a job.

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**

- Equipment Maintenance and Repair -Thorough knowledge of the methods, tools, and equipment used in the repair of 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.

## **REQUIRED SKILLS**

- **Time Management** - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- **Interpersonal Relationships/Customer Service** - Develops and maintains cooperative and professional relationships with employees and the public.
- **Engine Repair** - Utilizes a variety of shop tools and related equipment to perform difficult to complex repair work of light vehicles and equipment.
- **Computer Skills** - Utilizes a personal computer with basic applications.

## **REQUIRED ABILITIES**

- **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 operations records. Ability to listen and understand information and ideas being presented verbally and in writing.

## **EDUCATION AND EXPERIENCE**

**Automotive Technician I** - Requires a high school diploma and 1-2 years of automotive mechanic experience, or an equivalent combination of education and experience.

**Automotive Technician II** - Requires a high school diploma and 3-5 years of responsible automotive mechanic experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history check, sex offender registry check as well as 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 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.