



Classification: Automotive Technician I
Title Code: V00611
Pay Range: 17

POSITION SUMMARY: This is an entry level position where the employee performs basic maintenance and repair on Patrol vehicles, to include collision repair. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs basic diagnosis and repair of automotive electrical systems including starting, charging and lighting systems.

Performs basic diagnosis and repair of automotive fuel systems including fuel lines, pumps, tanks and injection systems.

Performs basic diagnosis and repair of automotive HVAC systems.

Performs basic diagnosis and repair of automotive cooling systems.

Diagnoses and repairs automotive steering, suspension, and braking systems.

Performs basic diagnosis and repair of automotive power train electronic control systems.

Performs minor power train repairs to engines, transmissions and drive axles.

Performs minor diagnosis and repair of automotive restraint systems.

Performs minor diagnosis and repair of automotive emissions control systems.

Performs wheel alignments, and diagnosis and repairs minor vehicle frame defects.

Performs basic automotive exhaust system repairs.

Performs basic vehicle collision repairs including straightening and repair of body panels, etc.

Performs minor body repairs and replacement to automotive body parts including replacement of bumpers, door latches and handles, door glass, window regulators, mirrors, trim, etc.

Performs adjustments to automotive body parts to ensure proper alignment and operation.

Refinishes vehicles, to include spot painting, blending, and panel refinishing.

Performs minor paintless dent removal procedures on Patrol vehicles.

Performs preventative and basic maintenance on Patrol vehicles and motorcycles.

Mounts, balances, and repairs tires.

Performs preventative and basic maintenance on Patrol watercraft.

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Performs Missouri Motor Vehicle Inspections.

Maintains and installs emergency lighting and sirens.

Fabricates brackets and other small parts necessary for the installation of emergency lighting and sirens.

Cleans and details Patrol vehicles, watercraft, and equipment.

Transports Patrol vehicles to and from dealerships; drives serviced vehicles to ensure they are operating properly.

Picks up, delivers and unloads parts or supplies.

Prepares appropriate paperwork documenting any maintenance or repairs.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade.

Knowledge of automotive systems including but not limited to steering, suspension, brakes, engines, transmissions, drive axles, fuel, cooling, electrical, and engine and body control systems.

Knowledge of the occupational hazards and standard safety precautions of the automotive technician trade.

Basic knowledge of watercraft repair procedures.

Knowledge of automotive collision repair procedures.

Knowledge of automotive refinish products.

Knowledge of proper and safe application technique of automotive refinish products.

Skill in automotive collision repair.

Skill in the use of tools and in operating equipment, including computer diagnostic equipment, utilized in the automotive technician trade.

Skill in the diagnosis and repair of minor defects in motor equipment.

Skill in performing minor welding tasks using oxyacetylene and electric arc welding equipment.

Ability to document repairs to and parts used on Patrol vehicles and watercraft.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to lift at least 50 pounds to move parts, tools, and supplies associated with a garage facility.

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Ability to operate a rollback car carrier to transport disabled vehicles.

Ability to position self and equipment necessary to repair and inspect Patrol vehicles and watercraft.

Ability to test drive vehicles, as needed.

Ability to effectively perform minor maintenance and repairs to Patrol motor equipment and watercraft.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned, to include occasional after hour or weekend call outs.

Ability to travel throughout the state including occasional overnight travel.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

AND

Successful completion of a two-year automotive or collision repair course, or two years of experience in a position where the primary responsibility is automotive or collision repair.

NECESSARY SPECIAL REQUIREMENTS:

Possess or obtain and maintain a valid Driver's License.

Must be at least eighteen years old at the time of appointment.

Possess or obtain and maintain a Missouri Motor Vehicle Inspection Permit by the end of the probationary period.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.