



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

POSITION SUMMARY:

This is an entry level position where the employee performs general repair and maintenance on patrol vehicles. 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 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 basic automotive exhaust system repairs.

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

Performs the refinishing of vehicles including spot painting, blending, and panel refinishing.

Performs paintless dent removal procedures on Patrol vehicles.

Performs adjustments to automotive body parts to ensure proper alignment and operation. Mounts, balances, and repairs tires.

Performs preventative and basic maintenance on Patrol vehicles and motorcycles.

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.

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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.

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.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to lift and move parts, tools and supplies associated with a garage facility.

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

Ability to test drive vehicles, as needed.

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

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

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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.

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 a high school or possess a GED.

Successful completion of a two-year automotive mechanics course or two years of experience in a position where the primary responsibility is automotive maintenance and 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.