



City of North Charleston
Vacancy Notice

Position: Automotive Technician I
Department: Public Works
Pay Grade: 108 (\$41,800 - \$62,700)

GENERAL STATEMENT OF POSITION

Under regular supervision, performs skilled work in maintenance and repair of gasoline powered vehicles and equipment. Work involves performing semi-routine duties and assisting in general repair work. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by at least three years of experience in automotive maintenance and repair; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must have a valid South Carolina driver's license. At least some ASE certifications are preferred. An intermediate level of computer experience is required.

Posted: 07/27/2022

Deadline: **Until Filled**

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	AUTOMOTIVE TECHNICIAN I		Job Code:	143
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	108			
Effective Date	01/06/2022	Revision A: Risk	M. COLE 01/06/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Automotive Shop		Dept. #	636
Location:	Public Works		EM Status:	
Reports To:	Fleet Manager			

Summary Objective

Under regular supervision, performs skilled work in maintenance and repair of gasoline powered vehicles and equipment. Work involves performing semi-routine duties and assisting in general repair work.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs scheduled preventative maintenance of vehicles and equipment.
- Performs corrective maintenance and repair of vehicles and equipment.
- Services and repairs, up to but not all inclusive, issues with electrical wiring, brake systems, steering mechanisms, fuel systems, wheel and tire, suspension systems and differential assemblies to ensure proper and safe operation.
- Diagnose and repairs issues with drivability for both safety and performance.
- Performs road service for vehicles and equipment.
- Effectively documents repair orders.
- Completes preventive maintenance on shop equipment.
- Performs repairs on automotive air conditioning systems.
- Uses brake lathe, tire changer, and wheel balancer.
- Receives and/or reviews various records and reports such as preventive maintenance work orders, corrective work orders, and verbal work orders.
- Refers to and comprehends manuals, scan tools, data from computers, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.
- Operates a variety of vehicles, equipment, and machinery such as service truck, computer, etc.
- Uses a variety of tools such as hand tools, pneumatic tools, scan tools, heavy duty jacks, jack stands, etc.; a variety of supplies such as metal brake parts cleaner, fuel system cleaners, penetrating oils, battery terminal cleaner, degreaser, general office supplies, etc.; and a variety of computer software.
- Interacts and communicates with various groups and individuals such as North Charleston City employees and Public Works employees and vendors.
- Performs housekeeping in the vehicle shop and surrounding grounds.
- Must be willing to participate in mandatory training when instructed.
- Must have the ability to exercise due diligence and caution in repairing and servicing emergency service vehicles and complete those repairs in a safe and efficient manner.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Must be willing to work weekend or overtime if needed and be available under provisions required for Emergency Management situations.
- Must be EPA certified to perform AC repairs within 6 months of employment.
- Must have the ability to learn, adapt and apply new industry and manufacturer technologies.
- May be required to work nights, weekends and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, policies, and procedures of the Automotive Shop as they pertain to the performance of duties of the Automotive Technician I.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the characteristics and operating principles of internal combustion engines.
- Knowledge of methods, practices, and procedures in repairing, overhauling, and maintaining gasoline automobiles and trucks.
- Knowledge of the materials and parts used for the repair of automotive equipment.
- Knowledge of the various testing devices, machines, and hand tools used in mechanical repair work.
- Knowledge of the occupational hazards and safety precautions of equipment repair work and large-scale shop operations.
- Knowledge of prices and local sources of supply for necessary garage supplies, materials, and replacement parts.
- Skilled in the use of machine and hand tools.
- Knowledge of the materials and parts used for the repair of equipment.
- Knowledge of the occupational hazards and proper safety precautions of the work.
- Skilled in the use of machine and hand tools.
- Ability to read and interpret relatively complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to maintain accurate files and compile data into report form.
- Ability to perform the manual labor associated with major mechanical repair work.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by at least three years of experience in automotive maintenance and repair; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must have a valid South Carolina driver's license. At least some ASE certifications are preferred. An intermediate level of computer experience is required.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Must be physically able to operate a variety of equipment, machinery and vehicles including computers, calculators, copiers, diagnostic equipment, hand tools, etc. Must be physically able to operate a variety of motor vehicles. Must be able to exert heavy force occasionally, and/or moderately heavy force frequently, and/or light force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of the body to grasp objects. Work involves walking, standing, and working overhead for periods of time and stooping, kneeling, crouching, crawling, pushing, pulling, climbing, and balancing during inspections. Must be able to lift/carry moderate weight. Physical requirements are for Medium Work.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, disease / pathogens, unusual noise levels, traffic hazards, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.