



## City of North Charleston Vacancy Notice

**Position:** Automotive Technician II  
**Department:** Public Works  
**Pay Grade:** 110 (\$45,880 - \$68,820)

### GENERAL STATEMENT OF POSITION

Under general supervision, performs highly skilled work in maintenance and repair of gasoline powered vehicles and equipment. *\*Full Job Description Attached.*

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by at least 5 years of experience in the maintenance of automobiles; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

Posted: 10/03/2022

Deadline: **Until Filled**

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

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>AUTOMOTIVE TECHNICIAN II</b>	<b>Job Code:</b>	142
<b>Core Comp Group</b>	<b>ADMINISTRATIVE</b>	<b>FLSA:</b>	<b>NON-EXEMPT</b>
<b>Pay Grade:</b>	<b>110</b>		
<b>Effective Date</b>	<b>01/20/2022</b>	<b>Revision A: Risk</b>	<b>M. COLE 01/20/2022</b>
<b>Revision B:</b>		<b>Revision C:</b>	
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>			
<b>Dept.</b>	<b>Automotive Shop</b>	<b>Dept. #</b>	<b>636</b>
<b>Location:</b>	<b>Public Works</b>	<b>EM Status:</b>	
<b>Reports To:</b>	<b>Fleet Manager</b>		

**Summary Objective**

Under general supervision, performs highly skilled work in maintenance and repair of gasoline powered vehicles and equipment.

**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 the most difficult and complex skilled mechanic duties involving repairs to gasoline and other gasoline powered equipment, performs corrective and preventative maintenance and repair of vehicles and equipment.
- Conducts road service maintenance and repairs on vehicles and equipment.
- Inspects, diagnose and locates mechanical difficulties on automobiles, trucks, and a variety of gasoline powered vehicles.
- Diagnoses maintain and repair electrical system components, ignition systems, computers, alternators, starters and batteries.
- Diagnoses, maintains, and repairs front and rear drive axles, drive train components, belts, gears as needed. Must possess the knowledge and skills to perform a general engine overhaul or engine replacement if required.
- Diagnoses, maintains and repairs parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.
- Tunes-up engines by replacing ignition parts and reconditioning throttle body and fuel injection systems and maintain emission control systems.
- Diagnoses and repairs engine cooling systems.
- Diagnose and repairs air conditioning problems.
- Inspects tire and wheel assemblies and determine the repair ability of wheels, tires and tubes.
- Estimates time, materials and equipment required for jobs assigned.
- Performs safety inspections on vehicles and equipment that have been repaired before they leave the shop to make sure all repairs have been completed properly.
- Documents work performed on vehicles and equipment.
- Cleans shop and properly disposes of discarded mechanical parts and materials; recycles appropriate shop by products including oil antifreeze and filters.
- Receives and/or reviews various records and reports such as preventive maintenance work orders, corrective work orders, and verbal work orders.

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**AUTOMOTIVE TECHNICIAN II**

- Refers to and comprehends technical manuals, scan tools, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.
- Operates a variety of vehicles, equipment, and machinery such as automobiles, tire changer, wheel balancer, alignment machine, computer, etc.
- Uses a variety of tools such as hand tools, service lifts, scan tools, heavy duty jacks, pneumatic tools, etc.; a variety of supplies such as oil, grease, filters, automotive/truck parts, paints and finishes, battery terminal cleaner, air lines, brake chambers, general office supplies, etc.; and a variety of computer software.
- Interacts and communicates with various groups and individuals including other Public Works employees, other City of North Charleston employees, and vendors.
- Performs related duties as required.
- Must be willing to participate in mandatory training when instructed.
- Performs housekeeping in the vehicle shop and surrounding grounds.
- Exercises a high level of due diligence and caution in the repair and service of emergency service vehicles and completes those repairs in the most safe and efficient manner.
- Must be EPA certified for Freon recovery for air conditioning system repairs.
- Must have the ability to learn, adapt, apply and teach to others 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 Vehicle Shop as they pertain to the performance of duties of the Automotive Technician II.
- 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 powered 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 the principles and practices of inventory control.
- Knowledge of prices and local sources of supply for necessary garage supplies, materials, and replacement parts. Is skilled in the use of machine and hand tools.
- Ability to assist in the planning and ensuring adherence to a preventive maintenance plan suitable for the automotive fleet.
- 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 instruct employees in proper work techniques.
- 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.

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- 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 5 years of experience in the maintenance of automobiles; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

#### **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.

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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.