



July 2025  
FLSA: Non-Exempt

## **AUTOMOTIVE TECHNICIAN**

### **DEFINITION**

Under direct supervision, performs basic care and maintenance work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small Town of Paradise vehicles and equipment; performs related inventory, and record-keeping duties; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision and technical and functional direction and training from the Fleet Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the Fleet Division. Initially under close supervision, incumbents with basic mechanic experience perform work such as maintain, troubleshoot, repair, deliver and pick up vehicles. Perform basic care and maintenance, including changing oil, checking fluid levels, and rotating tires. Repair or replace worn parts, such as brake pads, wheel bearings, and sensors. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs basic mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment such as generators, cars, fire trucks, police vehicles, backhoe, loaders, trailers, mowers, and tractors; ensures safe and effective operating condition of Town vehicles and power-driven equipment.
- Inspects a variety of vehicles and equipment according to established guidelines and procedures; troubleshoots, diagnoses, and resolves electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions; repairs or replaces parts and components as needed.
- Performs scheduled safety inspections and preventive maintenance of vehicles and equipment; identifies safety hazards and makes necessary adjustments to ensure safe operation; establishes preventive maintenance schedules.
- Services vehicles by ensuring satisfactory fluid levels; checks and replenishes air levels in tires; replaces tires; adjusts, repairs, and maintains air and hydraulic brake systems; adjusts and replaces brake shoes, pads and linings; turns drums and rotors; performs engine inspections, maintenance, and repairs; performs tune-ups on Town vehicles and equipment as requested.
- Performs minor overhauls on existing vehicles as requested to meet Town needs.
- Estimates material and equipment needed for projects; monitors inventory levels of parts, supplies, and equipment; contacts vendors to obtain product and pricing information; orders items from vendors according to cost effectiveness and timeliness of product delivery.

- Operates a variety of equipment including hand and power tools, welders, torches, jacks, grease guns, presses, compressors, testers, meters and forklifts; maintains equipment in proper working condition; drives a vehicle to conduct work.
- Maintains a variety of records related to maintenance schedules, vehicles, equipment, costs, warranties, recalls, and assigned projects.
- Plans and organizes assigned tasks; interprets diagrams, sketches, schematics, technical manuals, and specifications; works from verbal and written instructions and work orders.
- Responds to regular and emergency maintenance and repair requests; travels to various Town sites to make repairs to vehicles and equipment; uses a map to locate disabled vehicles; arranges for major maintenance and repairs with outside agencies as needed.
- Maintains shop area, equipment, and tools in a safe, clean, and orderly condition; assists with related building maintenance functions including installation and renovation activities.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques, practices, procedures, tools, and materials used in the repair and maintenance of large and small vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Practices, procedures, techniques and equipment used in welding and metal fabrication.
- Operation of gasoline, diesel, and alternative-powered engines.
- Preventative maintenance practices and procedures.
- Shop math applicable to vehicle maintenance.
- Record-keeping techniques.
- Health and safety regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Perform basic mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment.
- Troubleshoot, diagnose, and resolve electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions.
- Repair or replace parts and components as needed.
- Perform scheduled safety inspections and preventive maintenance of vehicles and equipment.
- Estimate and procure materials and equipment needed for projects.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Operate a variety of hand and power tools including welding equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education: Equivalent to graduation from the twelfth (12th) grade.

Experience: While this is an entry-level automotive technician position, related training and experience is preferred.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 60 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

Employees primarily work in the garage and occasionally in the field and are exposed to, loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.